



Job Title: **Director of Finance**

Position Reports To: **Executive Director**

About Heritage:

Heritage Christian Academy (HCA) is a faith-based alternative Christian school in North East Calgary. The Heritage Christian Education Society Calgary (HCESC) operates in partnership with Palliser School Division to provide educational services to students from Kindergarten to Grade 12. In addition to overseeing the Christian Discipleship programming at HCA, the HCESC is responsible for all business aspects of the school involving management of the facility, enrolments, marketing, fund development, and business development.

Role:

The Director of Finance contributes to the overall success of the organization by effectively managing the day-to-day financial operations including financial systems and controls, transaction capturing and reporting of financial information to internal and external users. This individual is responsible for the management of Heritage Christian Education Society Calgary (HCESC) resources including aspects of human resource management, risk management, project management, policy development, and more.

**This position is a 0.75 FTE that could have time increased to 1.0 FTE if the organization requires it.*

Responsibilities:

The Director of Finance will work with the Executive Director in maintaining the financial health and integrity of the Society and will provide financial leadership in the following ways:

Day-to Day Operations

- Actively participate in all aspects of day-to-day financial operations carried out in the Business office
- Accounts Payable and Receivable – reconcile accounts, prepare journal entries, issue receipts, maintain invoices for all account receivables. Ensure accurate completion of bank and visa reconciliations and maintain accurate records, completes GST schedules
- Oversee outsourced Payroll services and Benefits Administration including but not limited to the completion of T4s, ROE's, WCB Submissions and Reports.
- Quarterly reviews and reconciles Family Bonds records and the Bonds schedule
- Maintain and reconcile the general ledger
- Investigate variances in budgets, reporting and general accounting. Resolve issues where required.
- Review and verify allocations for bank deposits
- Participate in team meetings and committee meetings as requested by the Executive Director

Cash Management

- Banking Management including maintaining cash controls, monitoring bank balances, updating signatories and accounts as required.
- Monitor and maintain cash reserves and investments and make recommendations to investing committee with plans to invest excess cash appropriately to maximize interest income

Reporting

- Develop and prepare annual operating and capital budgets in collaboration with departmental teams
- Prepare monthly, quarterly, and annual financial statements, projections, and budget information for the Board and departments
- Provide leadership for audit requirements by ensuring timely preparation of all supporting information for the annual audit, CCCC audit and T3010 submission
- Prepare donations schedules and approve donations tax receipts
- Complete and distribute annual receipts for the out of school care program
- Track and analyze financial assistance provided against the annual budget. Prepare quarterly Financial Assistance reports

Policy and Controls

- Design, operate and maintain appropriate systems, policies and procedures for processing and recording all financial transactions
- Ensure compliance with all levels of government tax, labor, and charity legislation
- Implements donation receipting practices according to CRA regulations and HCESC procedures

Strategic

- Advise executive management and the operational team on the financial implications of business activities - specifically through fund development and business development
- Provide analysis for cost-cutting and revenue generating ideas for the organization
- Assist the Executive Director and Board Treasurer with financial reporting as required at board meetings and the Annual General Meetings
- Prepare donations schedules and approve donations tax receipts

Other Supports

- Available to fulfill the leadership of the Executive Director in his/her absence
- Proven ability to develop and share a vision relative to the finance department that is in alignment with organizational goals
- Manage an effective relationship with accounting staff at the Palliser central office
- Carry out responsibilities in adherence to GAAP
- Represent the Society to all stakeholders
- Provide operational support to the Board Audit Committee
- Ensure bank documentation and signing authorities are current
- Other responsibilities as required

Qualifications:

- Agree to and adheres to the HCA Statement of Faith – without reservation

Education

- A bachelor's degree in business administration, economics, commerce or a related field is required.
- A professional accounting designation or equivalent work experience.

Experience

- 5+ years of progressively responsible experience for a major company or division of a large corporation
- 5+ years of experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities are required

Skills

- Knowledge of federal and provincial legislation affecting charities
- Strong financial and analytical skills
- Strong interpersonal skills with the ability to effectively communicate at all levels of the organization
- Strong problem-solving skills with the willingness to look at all angles when looking at solving problems
- Ability to exercise sound judgment and make decisions based on accurate and timely analysis
- High level of integrity and dependability
- Results oriented
- Proficient in QuickBooks, Microsoft Word, Excel, and PowerPoint is required
- Comfortable with technology
- Can positively contribute to a team environment
- Flexible working hours with availability to work longer hours during busy seasons
- Able to prioritize and effectively delegate duties
- Understands ethical behavior and business practices and ensures behavior is consistent with these standards and is in alignment with the HCESC

Working Conditions:

- Work is generally sedentary in nature but may require standing and walking
- Flexibility of working hours is required depending on the time of year
- Lighting and temperature are adequate and there are no hazardous conditions
- Noise levels may at time be outside of a regular office environment depending on the time of day and the number of visits from parents

To Apply:

Please include the following in the application package: cover letter, resume, and personal statement of faith.

Please submit your application package to careers@hccalgary.com

This position will remain open until a suitable candidate is found.