

Manager of Finance

Education with a Christian perspective draws our attention to the wonders of God and what he has created.

POSTION: PART-TIME

LISTING DATE: JANUARY 10, 2024

CLOSING DATE: MARCH 29, 2024 (OR WHEN POSITION IS FILLED)

STARTING DATE: AUGUST 1, 2024

About the Job:

The Thunder Bay Christian School (TBCS) Manager of Finance is responsible for all the financial aspects of the school and society. The Manager of Finance ensures the School and the Society's ability to fulfill both present obligations and future goals through financial stewardship of all assets, and management of the organization's exposure to risk and liability.

The Manager of Finance is responsible to manage and report on all school accounts and the programs related to operational balancing of each account. The Manager of Finance will work closely with the Finance Committee, Office Manager and Director of Operations, as well as the Board representatives of maintenance, transportation, technology, ACE, Bazaar, Booster Club, and TAN to reconcile and properly report on account expense spending and budget amounts.

Key Responsibilities:

- Prepares and maintains adequate financial projections and breakdowns to support the sustainability of TBCS. Must be able to present reports, plans, and ideas to both large and small groups of people.
- Manage the financial operation of the organization including: accounts payable, accounts receivable, tuition and donation processing, payroll and benefits, and cashflow management. Prepare regular government filings and any related remittances (Source Deductions, GST/HST, Record of Employment, etc.)
- Maintain and develop an adequate and appropriate system of internal controls to safeguard school information and membership status having a strong sense of stewardship and confidentially safeguarding of membership directories, funds and assets.
- Attends all meetings of the Finance Committee, as the lead advisory member, and other committees when requested or when appropriate.
- Reports to the Director of Operations and will work in close co-ordination with the treasurer of the Board of Directors. Excellent interpersonal and communication skills, achieving compromise among varied opinions, and will advise the board treasurer on financial matters of concern.
- Provides support/advice to Tuition Assistance process.
- Prepares and presents the annual membership meeting budget and financial statements in cooperation with the Treasurer of the Board and Finance Committee. Prepare financial reports and other analysis tools for the Board and leadership team

- Collaborate with the Director of Operations to budget and plan for staffing costs on a yearly basis for the spring budget projections.
- Liaises with several agencies to ensure compliance with their reporting or information requirements; this includes (but is not limited to) banks, government institutions, Edvance Christian Schools Association, and Christian Schools International.
 - Operates as the primary school contact for Banking, Auditing, Benefit/Pension management, Canada Revenue Agency.

Qualification, Skills and Abilities:

The Manager of Finance:

- Has a broad and confident knowledge working with the following computer programs: Sage Accounting, Microsoft, and Adobe. Can quickly adapt and learn new computer programs.
- Is a collaborative team player, understanding and respecting the importance of the volunteer committees and members
- Has a deep passion for Christian Education and an understanding of the purpose and business of education.
- Shares a common vision of the school and embodies this vision in a public setting when required.
- Stays current in administrative and finance system developments and is resourceful in planning system improvements.
- Must possess responsible, self motivated, management and leadership qualities demanded by this senior financial position.
- Brings at least 5 years of successful financial and managerial experience

Compensation:

To be determined, based on qualifications and experience. This job could potentially be combined with another office/administrative position.

Application:

To Apply for this position please refer to our website www.tbcs.school.

The “**About Us**” link has a tab for “**Employment**” opportunities. On the Employment page, please reference the “Staff Application Package” for detailed information and application instructions.