



Director of Finance and Operations

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Finance
Faculty/Staff/Management	Faculty, Senior Administration
Load/Term	100%

Job Purpose

Under the general direction of the President and as a member of the Senior Leadership Team (Lead Team), the Director is responsible for planning, organizing, directing/controlling the finance department, information management, human resources, administrative, risk management and support services including buildings and maintenance, custodial and food services.

Duties and Responsibilities

College Operations

- Ensure delivery and continuity of the College's administration and business services.
- Oversee support service operations. Manage effectiveness and efficiency of Support Services operations. Support Services include the Business Office, Facilities, IT and Dining Services.
- Set the tone for a positive Christian team culture in the College staff.
- Ensure that proper business records are maintained in compliance with governmental regulations.
- Ensure that the College's assets and personnel are adequately protected by risk management protocols and insurance coverage.
- Oversee the provision, safety, and functionality of the College's facilities, technology and security for the campus.
- Pursue other projects as directed by the President.

Financial Management

- Give leadership to the development of the College's annual budget as well as control of financial expenditures throughout the year.

Schedule “A”

- Plan, monitor, mitigate and report departmental budgets and variances. Analyze indicators and trends and advises President/Board on strategies to achieve optimal outcomes.
- Prepare financial statements and submits reports as required.
- Give leadership to overall and departmental or program related business planning and forecasting.
- Ensure financial controls are in place.
- Work directly with the external auditors on the College’s annual financial audit.
- Prepare the College’s annual charity return (T3010) and ensure that it is filed with the Canadian Revenue Agency prior to the filing deadline.
- Function as the primary contact person for organizations such as: CRA, banks, and auditors.

Leadership Team

- Participates as a crucial member of the College’s senior leadership team.
- Is a key leader in the College’s Strategic Planning process.
- Presents/reports results of financial operations to the Board of Directors and its sub-committees.

Human Resources

- Leads the College’s HR department, ensuring policies and procedures are sufficiently current and comprehensive within the regulations of the province.
- Leads the College HR Committee to ensure that the College policies and procedures are being followed.
- Serves as the Harassment Complaint Officer for faculty and staff.

Qualifications

Character

Aspire to and model the Staff & Faculty Attributes.

Maintain membership in good standing in a local BCMB or MCBC church.

Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, and Responsibilities of Community Membership Statement.

Desire to work in a collaborative team culture.

Education/Knowledge

College or University degree, preferably with a focus on Administration, Commerce, or Leadership.

Schedule "A"

Knowledge of generally accepted accounting principles with ability to interpret financial statements and data. CPA or other accounting designation or proven financial leadership experience.

Good understanding of MS Office suite and accounting software.

Ability to organize work and teams.

Strong verbal and written communication skills.

Strong relational skills.

Experience

At least 5 years of successful experience in administrative leadership of an organization. It would be preferred if such experience were in not-for-profit setting.

Experience in planning, team-leadership, financial oversight, and assessment.

Working Conditions

Work is normally performed in a typical interior/office work environment. Some flexibility in hours is to be expected.

Physical Requirements

No or very limited physical effort required or physical risk.

Statement of Relationships

The Director of Finance and Operations reports to the President and is a member of the following teams:

Lead Team (Member)

Faculty Council (Member)

HR Committee (Chair)

Budget Committee (Chair)

Board Finance Committee (Member)

Board Executive Committee (Member)

Supervises the following:

Accounting Supervisor

Director of Facilities and Maintenance

Director of Information Technology

Director of Custodial Services

Director of Financial Aid

HR Officer

Executive Chef

Metzger Collection Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Schedule "A"

Grid Classification:	<i>DFO – Administration Grid</i>
Date Approved by HR Committee:	
Reviewed:	