

The Duties

The Director of Finance:

- Ensures that financial resources are identified and arranged to support the implementation of the school's Educational Program and Strategic Plan
 - Prepares and maintains adequate financial projections to support the future plans and sustainability of Richmond Christian School.
 - Develops and maintains an adequate and appropriate system of internal controls in order to safeguard assets.
 - Develops and maintains an adequate and appropriate system of risk management.
 - Attends meetings of the Board of Trustees, FARM, Employee Relations, and other committees when requested or when appropriate.
 - Prepares and presents the annual budget and Audited Financial Statements in cooperation with the Superintendent, Treasurer of the Board and FARM Committee.
 - Liaises with Treasurer of the Board on financial matters.
 - Operates as the primary school contact for Banking, Auditing, Benefit management, and Legal support
 - Prepares and presents, as requested, financial reports for the Richmond Christian School Society and attends all Society Meetings.
 - Responsible for the preparation of the payroll for all staff and Teachers-on-Call
 - Directs the processing of all orders and purchases
 - Manages the development and implementation of human resources (Employee Relations Policies) and initiatives in liaison with the Superintendent and Administration team.
 - Oversees the management and collection of accounts receivable and related communication with parents.
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- Acts as Administrative Liaison to families concerning financial matters
 - Maintains School, Society, and Capital Fundraising accounting records
 - Hires, reviews and manages Business Office staff
 - Assists with the negotiation and management of 3rd party contracts and commitments.
 - Ensures that the annual tax filing for the Society and the School are completed.
 - Oversees management of Insurance matters, including levels and types of coverage renewals and Risk Management issues of the School.
 - Ensures compliance with Revenue Canada regulations
 - Coordinates with the Superintendent for overall facility management, including repair and maintenance, building rental, grounds and equipment
 - Oversees transportation needs between campuses, from Delta to Richmond, and school field trips
 - All other related and reasonable duties as assigned.

Liaison Work

The Director of Finance will liaise with several agencies to ensure compliance with their reporting or information requirements. This includes but is not limited to banks, government institutions, BC Ministry of Education, and the Teacher Regulation Branch.

Contact

Resumes should be sent to the Superintendent of Richmond Christian School at the following address:

Mr. Roger Grose
Superintendent
Richmond Christian School
10260 No 5 Road
Richmond, BC
V7A 4E5
rgrose@myrcs.ca

All resumes must be received by April 8, 2016, and should include a cover letter, curriculum vitae, and a statement of faith.