



White Rock Christian Academy

Director of Finance and Operations (DFO) Job Description

Position Overview

The **Director of Finance and Operations (DFO)** provides strategic financial leadership and oversight for the school, ensuring the effective management of all financial and operational aspects of the school society. As a key member of the leadership team, the **DFO** upholds the school's core purpose, values, and statement of faith while stewarding financial resources prudently. The **DFO** collaborates with stakeholders to ensure the school's short- and long-term financial sustainability, alignment with strategic priorities, operational efficiency, and sound management of risks and liabilities. Additionally, the **DFO** provides leadership and oversight to the board finance committee, finance department staff, and the Head of School, while supporting the Board of Directors by contributing to the school's strategic vision and participating in key initiatives and projects.

Reports To: Head of School

Primary Responsibilities

Financial Planning, Accounting, and Investment Management

- Lead the annual budgeting process, ensuring alignment with strategic goals.
- Manage tuition and salary planning, including the employee benefits program and contracts.
- Monitor and forecast operating results to support informed decision-making.
- Establish and maintain sound accounting practices, internal controls, and audit processes.
- Oversee cash flow management and ensure the prudent management of investment accounts.
- Maintain effective banking relationships and ensure compliance with financial regulations.
- Prepare accurate and timely financial reports for the Board of Directors and administration
- Supervise and mentor financial officers and finance department staff.

Society, Tax, and Legal Oversight

- Manage financial aspects related to the school society, ensuring compliance with relevant regulations.
- Oversee all tax matters, ensuring timely filings and compliance with applicable laws.
- Address legal issues as they relate to the financial operations of the school.

Operations

- Supervise the Facility Manager to ensure the school's facilities are safe, clean, and well-maintained.
- Oversee the IT Coordinator to ensure effective management of the school's network and phone systems.
- Manage purchasing and procurement of physical property and supplies.
- Administer facility rentals, room bookings, and the Life Church license agreement.
- Negotiate vendor and supplier contracts to secure beneficial agreements.

Collaboration and Administrative Leadership

- Collaborate with the Leadership Team to lead and support joint responsibilities.
- Work closely with the Head of School to align financial strategies with organizational goals.
- Partner with the Director of Advancement to manage the tuition assistance program effectively.

Skills and Competencies

- Expertise in financial management, budgeting, and strategic financial planning.
- Exceptional verbal and written communication skills, with the ability to convey complex financial information clearly to diverse audiences.
- Strong organizational and problem-solving abilities, with the ability to work independently.
- High degree of discipline and ability to develop, follow, and adapt financial plans.
- Strong sense of discretion and professionalism in handling confidential data.
- Positive, high-energy demeanor with professionalism, integrity, and sincerity.
- Excellent interpersonal skills, with the ability to build and maintain relationships at all levels.
- Flexibility to respond effectively to shifting priorities and last-minute requests.
- Proficiency in Microsoft Office (Word, Excel) and familiarity with financial management software.

Credentials/Education

- Undergraduate degree in finance, business administration, or a related field (or equivalent education and experience).
- Professional accounting designation: Chartered Professional Accountant (CPA).

Experience

- Proven experience in budgeting, financial reporting, policy analysis, and strategic financial planning.
- At least five years of broad-based finance experience, preferably in leadership roles.
- Familiarity with independent schools or charities is an asset, but finance professionals with experience in corporate, nonprofit, or higher education settings who are mission-driven and passionate about education are strongly encouraged to apply.

Salary Range

\$105,000 - \$128,000 (Commensurate with experience and capabilities).