

Vancouver School of Theology

This is an excellent opportunity for a seasoned CA to join our values-based workplace

The Vancouver School of Theology is an independent graduate school of theology that trains candidates for ministry as well as offering academic and research degrees. We are a multi-denominational school supported by the Anglican Church of Canada, the United Church of Canada and the Presbyterian Church in Canada. Our mission is to inspire our community to: engage issues of truth, justice and spiritual growth; develop ministries in the service of Jesus Christ; and partner with First Nations and the global aboriginal community.

We are situated on the University of British Columbia campus in the historic Iona Building, enjoying sweeping views of Howe Sound and accessible to amenities of UBC. Read more about us at <http://www.vst.edu/index.php>.

Director of Finance

Position Summary

Reporting to the Principal, the Director of Finance is responsible for all financial accounting functions of the School including financial statement reporting, treasury and insurance, government reporting, strategic planning, budget preparation, and special projects. A member of the administrative team, this role is a key financial resource to the Principal and School. You will liaise with administrators, program directors, auditors, legal counsel and investment managers, and supervise finance department staff.

Skillset

We are seeking a Chartered Accountant with a minimum of five years related experience in a senior financial role. Required are strong technical GAAP knowledge for non-profit organizations; experience with AccPac, Ceridian payroll, and Microsoft Office, plus working knowledge of relevant Acts and Statutes governing financial operations, payroll, human resources, and records management. Very important is a hands-on collaborative style with a proven track record of leading and mentoring a group of dedicated individuals. Outstanding integrity and first class communication skills, both verbal and written are essential.

You have excellent organization and time management skills, and proven ability to take initiative to meet tight timelines. As a personable team player, your values suit a work environment that is healthy, supportive, fast paced, and fun. You're motivated to produce quality work, and have great problem solving skills, with a positive focus on solutions.

Experience in a non-profit organization, and working knowledge of the Church and its structures or institutions of higher education are all assets.

Employment Package

We provide support for professional development, and competitive salary and benefits. Please submit your resume by March 24, 2008 to the Director of Human Resources at corinne@vst.edu.

We thank all applicants in advance for their interest, however, only those candidates selected for an interview will be contacted.