



Senior Accountant

Deer Lake School is a K-12 academy nestled in the heart of Burnaby, BC. We are committed to providing exceptional student-centred Christian education in a safe and caring family environment. We welcome students from all faiths and cultural backgrounds.

We are looking for an **experienced Senior Accountant**. The ideal candidate is looking for a challenge and passionate about their profession. They are ready to help Deer Lake School move into the next phase of its expansion while taking on the duties of our current Senior Accountant who will be retiring. Working on site at Deer Lake school and reporting to the principal and indirectly to the school board, the Senior Accountant provides financial and administrative direction, as well as leadership to a Junior Accountant. This individual provides expert advice and reports to various school stakeholders including school staff, parents, students, school board, constituent churches and the BC Conference of Seventh-day Adventists.

Duties and Responsibilities:

- Responsible for all cash management, investments, insurance, budgeting, and financial reporting, helping to drive the organization's financial strategy and growth
- Chairs Finance Committee meetings and brings forward items for discussion and recommendation to the school board.
- Coordinates the development of and reporting for the annual operating, capital, and program budgets
- Leads the development and use of best-practice policies, procedures, and tools that ensure a well-controlled yet flexible organization with strong fiscal management, project management, cross team communications and workflow
- Complies with federal, provincial, and local Seventh-day Adventist Church in Canada and General Conference of Seventh-day Adventists financial requirements by studying existing and new legislation and policies, enforcing compliance, and taking action
- Works with the school leadership team to efficiently develop proposal budgets, provide access to project finance information, and manage contract/grant compliance and reporting
- Researches revenue opportunities and economic trends, analyzes internal operations, identifies areas of cost reduction and process enhancement
- Prepares monthly financial reports for school board and presents analysis during board meetings
- Other duties as assigned

Qualifications:

Must have:

- An undergraduate degree in accounting, business accounting, or finance or a combination of education
- 3-5 years of experience, particularly in bookkeeping and general accounting
- Previous experience in leadership positions, with strong resolve, personal ethics and integrity
- Active participation and membership in a local Seventh-day Adventist Church

Preferred assets include:

- CPA designation, or working towards designation
- Understanding of not-for-profit and charitable organizations
- At least two years of full cycle accounting experience

Knowledge, Skills and Abilities:

- Exceptional verbal and written communication skills
- Proficient with the Microsoft Office suite (Excel, Word, Power Point) and database systems
- Experience and familiarity in using SAGE accounting software an asset
- High degree of accuracy and attention to detail
- High ethical standards, professionalism and maintaining confidentiality
- Strong communication and interpersonal skills
- Team player

Successful candidates will be required to complete a vulnerable sector Criminal Record Check prior to receiving an offer of employment.

Remuneration:

- competitive salary*
- full benefits package
- relocation benefits

*salary will be based on experience and qualifications and subject to 3 month probation

Start date: Available immediately

Applicants: Send cover letter, resume, and copies of any certifications to admin@deerlakeschool.ca

Posting date: February 5, 2021

Closing date: Posted until filled