



Full Time Finance Manager Position

Who We Are

Calvin Christian School (CCS) has two locations, one located on the Hamilton Mountain and the other at our newly opened Caledonia campus. As such, CCS is a thriving and growing Christian school that provides Christian education to over 470 students. We have a dedicated staff of over 70 employees across our two campuses and our commitment to our supporting community is evident in the positive feedback we receive. CCS has been in existence for almost 70 years and we are excited about our long term plans for a brand new building on the Caledonia site.

Because of continued growth, CCS is seeking additional finance support in our finance department. The successful candidate will work with our office staff to provide sound direction and guidance to ensure that the finances of the school are addressed in a timely manner.

The Position:

- The Finance Manager has a public presence. There is contact with parents, staff members, the supporting community, the broader community, and officials. Therefore, the finance manager must demonstrate an ability to deal with the public in a pleasant and professional manner and must maintain a professional appearance in the office area.
- The Finance Manager is often involved with very sensitive matters and sensitive interactions among staff, administration and parents. Therefore it is imperative that the Finance Manager executes the duties efficiently and confidentially.
- The Finance Manager is expected to model Christian values and standards which include but are not limited to those values and standards outlined in the school's Lifestyle and Conduct Policy. Such values and standards especially apply when dealing with parents and when conversing with or instructing students. The Finance Manager will deal with students in a caring manner.

The Responsibilities

To the Board of Directors

- prepare quarterly projections of income and expenditures for Board
- provide monthly and/or quarterly statements of committees budget expenditures
- prepare financial report for fiscal year end and annual budget process
- process tax receipts

- in consultation with principal and with input from staff, establish religious and academic ratios for annual Financial Accountability Framework Report and submit information to Edvance with the audited financial statements
- complete necessary government forms i.e. T3010
- attend all Finance Committee meetings, Membership meetings, Information Evening and any other meetings as assigned
- work with the external auditors to provide an audit of the fiscal year end
- gather and submit tuition assistance applications
- to the Finance Committee for approval, giving guidance where needed

Process Accounts Receivable

- gather and format data for family tuition records
- record and deposit at least twice a month monies received for tuition
- record, deposit and acknowledge through correspondence monies received through membership/donation/memorial donations etc.
- request semi-annual GST rebates
- prepare statements/correspondence and follow up for accounts in arrears
- process LHIN payments and records as required
- process monies generated through school rentals
- tuition and transportation fees are to be reconciled monthly ensuring appropriate and proper allocation, this reconciliation should include a three way match: Excel Spreadsheet, Donor Manager System and the general ledger

Process Accounts Payable

- process and prepare for payment and debit to appropriate accounts all invoices
- bank reconciliations are to be done monthly.

Process Payroll

- process remuneration for casual staff
- process monthly payroll, pension contributions and group insurance
- remit statutory benefits within determined timelines, income tax, CPP, EI, EHT, and WSIB
- keep accurate employment records of all employees

Provide Financial Information to Contacts

- provide for and meet with, if necessary, new and to contacts prospective members
- serve as contact for tuition accounts and donors

Assist with Development Projects

- receive, record and acknowledge monies received from fund raising
- participate where appropriate and/or necessary in fund raising projects with advice and/or secretarial support

Preferred Skills and Attributes

- degree from business college or equivalent training and/or experience
- computer skills in financial management programs, including Excel, Quickbooks, other
- word processing skills
- self motivated with organizational abilities
- ability to promote Christian education
- rapport with students and parents
- good oral and written communication skills

- a conduct and lifestyle which meets the terms of Schedule F
- a satisfactory police/criminal record check every 3 years
- satisfactory reference checks

Compensation:

Calvin Christian School is a privately owned and operated elementary school. Our staff are paid according to the recommended salary levels provided by Edvance, which is the umbrella organization for Christian schools in Ontario. Compensation is based on experience and credentials.

How To Apply:

Interested applicants are invited to forward a cover letter, resume, and a statement of Christian faith to Arn Boonstra at aboonstra@ccshamilton.ca (principal). For more information, please feel free to contact the school at 905-388-2645.

Application Deadline: October 20, 2023

School Information:

Calvin Christian School
547 West 5th Street, Hamilton and 32 Unity Side Road, Caledonia

Telephone: 905-388-2645

Email: info@ccshamilton.ca

Website: www.ccshamilton.ca