



## **OPPORTUNITY PROFILE**

**DIRECTOR OF FINANCE AND BUSINESS OPERATIONS**

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**PACIFIC ACADEMY**

**NELSON/KRAFT**  
AND ASSOCIATES

# ABOUT US

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## EXECUTIVE SUMMARY

For 36 years, Pacific Academy has been a place for students to grow both spiritually and academically. We are unabashedly Christian to the core and emphasize the life-changing importance of a relationship with Jesus Christ in all that we do. We are seeking a Director of Finance and Business Operations to provide expertise in the areas of finance and operational support.





## OUR STORY

Pacific Academy was founded in 1985 by BC area spiritual and educational leaders who wanted to create a place where kids could receive the very best academic and spiritual education possible. Today, our school has grown to become a student body of more than 1400, housed on a 40-acre campus in North Surrey.

## OUR MISSION

Empowered by the Holy Spirit, Pacific Academy seeks to create an inspiring community of Christ-centred learners equipped to lead and serve.

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## OUR VISION

To be global servants through Christian education.

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## OUR VALUES

- An adventurous, Christ-centered, personal relationship with God.
- Personal growth, innovation and the pursuit of excellence.
- A community reflecting Christ working in our lives.
- Service and leadership empowered by the Holy Spirit within and beyond our school community.



# THE JOB

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## POSITION SUMMARY

Reporting to the Head of School, the Director of Finance and Business Operations provides expertise in the areas of finance and operational support for Pacific Academy. As a member of the senior leadership team, the individual, through sound financial planning and management, allocates resources to be utilized in support of student learning while ensuring fiscal responsibility and accountability.



# KEY RESPONSIBILITIES

## Strategy

- Assess organizational performance against both the annual budget and the school's long-term strategy.
- Oversee the school's financial, budgeting, operational, and administrative processes with an eye to continuously developing and improving systems.
- Advise on financial issues, trends & changes in the sector.
- Assist in establishing yearly objectives and attaining organizational goals.

## Financial Planning & Analysis

- Maintain regular financial planning reports with comparison to budget; projections to fiscal year end; quarterly cash flow forecasts.
- Review and approve preparation of monthly and annual financial reporting materials and metrics.
- Develop and execute analysis of various initiatives (i.e., opening new operations, asset acquisition, and new service launches).
- Develop and maintain capital budgets.

*\*Cont'd on pg. 7*

## **Finance**

- Oversee cash, investment and asset management.
- Oversee financial strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into the school's operations and business plans.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new programs.
- Oversee the accounting department.

## **Policy & Stakeholder Relations**

- Participate in the development of corporate policies and protocols.
- Develop, inform, educate and execute the investment policy upon approval from the Board.
- Remain up to date on non-profit audit best practices and municipal / provincial / federal law regarding non-profit and charity operations.
- Be a resource to the Board Finance Committee.

## **Accounting**

- Ensure timeliness and accuracy of financial and management reporting for government agencies and funders as required.
- Coordinate all external audit activities and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Oversee timely preparation of monthly and year-end financial statements.
- Represent Pacific Academy in dealings with financial institutions.

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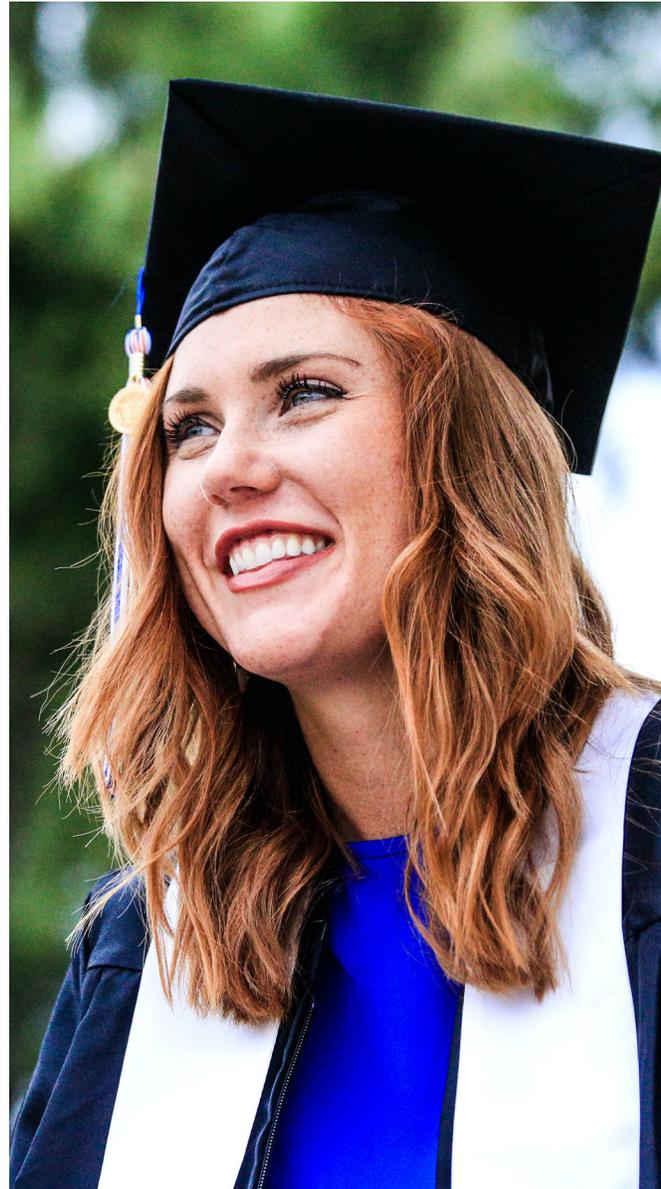
## Other Responsibilities

- Prepare various analysis and reports required for major renovation and building upgrade projects.
- Oversee appropriate maintenance of grounds and facilities.
- Oversee all relevant risk management and insurance policies are in place.
- Assist in the negotiations of third-party contracts.
- Collaboratively manage the ancillary revenue generation and rental programs.
- Collaboratively manage the legal affairs and other financial matters.



## QUALIFICATIONS

- A professional designation in accounting or business management; CPA/MBA preferred.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the non-profit and education sector.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Personal qualities of integrity, credibility, and a commitment to the mission of Pacific Academy.
- Agreement with the Statement of Faith.



# SEARCH PROCESS

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NELSON/KRAFT & ASSOCIATES INC.

## OUR SEARCH TEAM



### MARK KRAFT

Leading the Search

Mark is a certified executive coach and Birkman Method consultant. With a background in pastoral ministry, strong leadership development skills, and a passion for helping not-for-profit organizations succeed, Mark has become highly sought after for his expertise in recruiting, networking, crisis management, team building, and best practices for board governance.

### JEFF PITCHFORD

Assisting the Search

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

## ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Application Deadline:** June 18, 2021

**Short List Interview:** End of June, 2021

**Start Date:** Summer 2021

**Location:** Surrey, BC

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## HOW TO APPLY

Forward your resume and cover letter to Mark Kraft at [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com)

Please note, qualified candidates for this search must be Canadian residents at the time of application.

*Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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FOR MORE INFORMATION,  
PLEASE CONTACT:

**MARK KRAFT**  
[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
1.778.982.4427

**JEFF PITCHFORD**  
[jeff@nelsonandkraft.com](mailto:jeff@nelsonandkraft.com)  
647.409.2922