



Opportunity Profile

DIRECTOR OF FINANCE AND OPERATIONS
COLUMBIA BIBLE COLLEGE

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Columbia Bible College is searching for a relational and detail oriented leader to join their team as Director of Finance and Operations.

Under the general direction of the President and as a member of the Lead Team, the Director of Finance and Operations is responsible for managing the finance department and overseeing information technology, human resources, risk management and support services including buildings and facilities, maintenance, janitorial services and food services.

If you are a CPA with leadership skills and a motivation that aligns with the values of Columbia Bible College, we would love to connect.





OUR MISSION

Columbia Bible College seeks to equip people for a life of discipleship, ministry and leadership in service to the church and community.

OUR VISION

Christ-Centered, Kingdom-Focused,
World-Impacting.



OUR VALUES

Following Jesus wholeheartedly

- We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world.
- Hebrews 12:1-3.

Pursuing the truth with humility

- We are curious and courageous, seeking truth, building trust and bearing witness to what we believe by the power of the Holy Spirit.
- Matthew 7:7-8.

Caring for the good and growth of one another

- We believe people matter because they are created in the image of God. We invest in relationships, pursue growth and seek to cultivate a Christ-centered community.
- 1 Peter 4:8-11.

Doing together what needs to be done

- We commit to and engage in God's holistic mission to reconcile all things to himself; together we lean in, and together we serve.
- Colossians 3:23-24.

KEY RESPONSIBILITIES

College Operations

- Ensure delivery and continuity of the College's administration and business services.
- Oversee support service operations. Manage effectiveness and efficiency of support services operations. Support services include the Business Office, Facilities, IT and Dining Services.
- Set the tone for a positive Christian team culture amongst the College staff.
- Ensure that proper business records are maintained in compliance with governmental regulations.
- Ensure that the College's assets and personnel are adequately protected by risk management protocols and insurance coverage.
- Oversee the provision, safety and functionality of the College's facilities, technology and security for the campus.
- Pursue other projects as directed by the President.



Financial Management

- Give leadership to the development of the College's annual budget as well as control of financial expenditures throughout the year.
- Plan, monitor, mitigate and report departmental budgets and variances. Analyze indicators and trends, and advise the President/Board on strategies to achieve optimal outcomes.
- Prepare financial statements and submit reports as required.
- Give leadership to departmental, program related and overall business planning and forecasting.
- Ensure financial controls are in place.
- Work directly with the external auditors on the College's annual financial audit.
- Prepare the College's annual charity return (T3010) and ensure that it is filed with the Canadian Revenue Agency prior to the filing deadline.
- Function as the primary contact person for organizations such as CRA, banks and auditors.



Lead Team

- Participate as a crucial member of the College's Senior Leadership Team.
- Participate as a key leader in the College's strategic planning process.
- Present/report on results of financial operations to the Board of Directors and its sub-committees.



Human Resources

- Lead the College's HR department, ensuring policies and procedures are sufficiently current and comprehensive within the regulations of the province.
- Lead the College's HR committee to ensure that policies and procedures are being followed.
- Serve as the Harassment Complaint Officer for faculty and staff.



QUALIFICATIONS

Character

- Aspire to and model the Staff & Faculty Attributes.
- Maintain membership in good standing in a local evangelical church.
- Confirm agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith and Responsibilities of Community Membership Statement.
- Desire to work in a collaborative team culture.

Education/Knowledge

- College or University degree, preferably with a focus on Administration, Commerce or Leadership.
- Must have knowledge of generally accepted accounting principles with the ability to interpret financial statements and data. Must have a CPA or other accounting designation, or proven financial leadership experience.
- Must have a good understanding of MS Office suite and accounting software.
- Able to organize work and teams.
- Must have strong verbal and written communication skills.
- Must have strong relational skills.

Experience

- At least 5 years of successful experience in the administrative leadership of an organization. It would be preferred if such experience was in a not-for-profit setting.
- Experience in planning, team-leadership, financial oversight and assessment.

OUR SEARCH TEAM



MARK KRAFT
LEADING THE SEARCH

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Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



JEFF PITCHFORD
SUPPORTING THE SEARCH

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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.



LARRY NELSON
SUPPORTING THE SEARCH

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Larry is a Chartered Professional Accountant and former CEO of the Baptist Housing Society in BC. He has served on many charity boards nationally and provincially including the board of the Canadian Council of Christian Charities. He has placed over 80 senior executives and worked with more than 50 not-for-profit organizations across Canada. He is passionate about lending his professional expertise to not-for-profit organizations.

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:

Location: Abbotsford, BC

Application Deadline: November 2, 2022

Short List Interviews: November 2022

Hire Date: December 2022

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.