



# Opportunity Profile

DIRECTOR OF FINANCE  
PACIFIC ACADEMY

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Pacific Academy (PA), an independent Christian School located in Surrey, British Columbia, is seeking a team player and servant leader to join their team as Director of Finance.

The Director of Finance plays a pivotal role in overseeing the financial health of the school and serves as a member of the senior leadership team. This position is responsible for managing all financial operations, including budgeting, financial planning, accounting, and reporting. The Director of Finance reports to the Head of School and works closely with the Board Finance Committee and Senior Directors to support the school's mission and ensure the school's financial stewardship.

This role requires a collaborative leader who is focused on excellence in financial management and aligns with PA's vision and culture of service. If this sounds like you, we would love to connect.



# WHO WE ARE

## **A unique school with a special mission**

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

## **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.

We are unabashedly Christian to the core and emphasize the life-changing importance of a relationship with Jesus Christ in all that we do. What's more, we believe in living out that commitment by integrating an exciting outreach program. In fact, all students - from junior kindergarten through grade 12 - have opportunities to serve in the local community as well as internationally for our High School students.

## **Four schools in one**

While Pacific Academy is one school with a unified mission, purpose, and vision, we've found it better serves our students to divide the campus into four different divisions so kids can spend the majority of their day surrounded by fellow students close to their age.

- Primary (Jr. K. through grade 2): giving young children a solid foundation.
- Intermediate (Grade 3-5): shepherding and challenging children as they serve, while growing academically and spiritually.
- Middle School (Grade 6-8): guiding young lives as they move towards independence.
- High School (Grade 9-12): equipping students to love God and serve others as they mature into young adults.



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## OUR VISION

To be global servants through Christian education.

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## OUR MISSION

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

Providing a top-rate education for children of all ages is at the core of everything we do as we interweave a spiritual component into kids' daily lives.

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## THAT'S WHY WE VALUE

- 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.

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## THAT'S ALSO WHY WE DEFINE OUR CORE GOALS AS

- Introducing students to a saving knowledge of Jesus Christ and the work and ministry of the Holy Spirit.
- Presenting a Christian view of the world.
- Providing for every student the resources and skills necessary to live a life of service to God and their neighbours.
- Providing every student with the opportunity to experience and live out a Christian worldview.



# KEY RESPONSIBILITIES

## Financial Planning & Budgeting

- Develop and manage the school's annual budget in collaboration with the Head of School, Directors and Division Principals.
- Prepare financial forecasts.
- Coordinate the annual independent audits.

## Accounting & Reporting

- Oversee all accounting functions, including accounts payable, accounts receivable, payroll, and general ledger.
- Prepare monthly financial statements.
- Oversee business contracts and rental agreements.

## Financial Policies & Procedures

- Ensure regulatory compliance is maintained including CRA compliant tax receipt preparation and Ministry of Education reporting.
- Oversee all financial policies.
- Oversee the school's risk management program, including the procurement of appropriate insurance coverage.



# QUALIFICATIONS

- Support the school's statement of faith, mission, vision, and core values.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- CPA designation is required; a CA designation is preferred.
- 10+ years of financial management experience, preferably in an educational or non-profit setting.
- Strong knowledge of accounting principles, financial reporting, budgeting, and cash management.
- Proficiency in financial software and systems, with strong analytical skills and attention to detail.
- Excellent time-management, organizational, and problem-solving skills.
- Strong communication and interpersonal skills.
- High ethical standards and a commitment to maintaining confidentiality and integrity.

# OUR SEARCH TEAM



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778.982.4427

**MARK KRAFT**  
LEADING THE SEARCH

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.



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**SHAWN PLUMMER**  
SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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613.355.1412

**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.



# ESTIMATED SEARCH TIMELINE

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

**Location:** Surrey, BC

**Application Deadline:** November 25, 2024

**Short List Interviews:** December 2024

**Start Date:** January 2024

**Salary Range:** \$130,000 - \$150,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.

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.