



Opportunity Profile

MANAGER OF FINANCE
REGENT CHRISTIAN ACADEMY

EXECUTIVE SUMMARY

Regent Christian Academy is seeking an entrepreneurial, innovative, experienced individual to join their finance department as the Manager of Finance.

The Manager of Finance will play a critical role in supporting the financial operations of Regent Christian Academy Society (RCAS) as the organization transitions to a Center of Excellence (COE) model. This position is responsible for overseeing day-to-day financial operations, ensuring strong financial governance, and supporting strategic initiatives. The Manager of Finance will work closely with the VP of Finance to implement financial policies, manage reporting, and drive operational efficiency.

If you're passionate about developing leaders, fostering a dynamic culture, and eager to grow both personally and professionally, we'd love to connect with you!





OUR STORY

Regent Christian Academy Society (RCAS) is a nonprofit organization that provides high-quality Christian education through its various institutions, including two campus schools, an online school, and daycare services. The society is dedicated to fostering both academic excellence and spiritual growth, guided by a Christ-centered mission. RCAS operates Regent Christian Academy (RCA) and Regent Christian Online Academy (RCOA), serving students from the Surrey (Sullivan) and Cloverdale communities, as well as a newly established daycare in Cloverdale, BC. With a commitment to holistic education, RCAS ensures that students from early childhood through high school are nurtured academically, spiritually, and socially in a supportive Christian environment.

At RCAS, we are embracing an exciting new chapter by transitioning to a dynamic Center of Excellence (COE) model that fosters innovation and collaboration. This forward-thinking approach is designed to bring key operational functions—such as finance, human resources, IT, marketing, and procurement—into a centralized framework, where teams can work more efficiently and strategically to drive growth and deliver exceptional results.

By adopting the COE model, we're creating a streamlined environment that empowers our schools to focus on what they do best: providing high-quality education and nurturing the spiritual development of our students. This change allows us to maximize resources, eliminate redundancies, and promote teamwork across the organization, ultimately enhancing the experience for students, families, and staff.

If you're passionate about working in a forward-focused, collaborative environment, RCAS is the place for you. Join us as we continue to evolve and ensure a lasting impact on the communities we serve. Together, we're building a unified, thriving future.



OUR MISSION

To support Christian families by providing Christ-centred, quality education in a nurturing environment. We are dedicated to reinforcing Biblical values, to building Godly character, and to producing graduates equipped to positively impact society.

OUR VISION

Regent Christian Academy, a ministry of Horizon Church, fulfills a mandate to train children according to Biblical principles, in partnership with and in support of Christian families. Our staff are committed to excellence in education, to high moral and ethical standards and to the development of genuine Christian character. We emphasize traditional aspects of learning within a safe, nurturing environment. We challenge and equip students to respond to God's call as Christian leaders in a changing global community.

GO INTO ALL THE WORLD

Beginning with kindergarten and continuing to grade 12, our students are taught to care for those less fortunate. Our students are provided a variety of opportunities to share the love of Jesus in tangible and meaningful ways. Regent Christian Academy is committed to missions – both local and international.

OUR VALUES

As a school community we are committed to:

- **A Charismatic Tradition** – To value the present work of the Holy Spirit based on God's Word.
- **A Christian Worldview** – To understand, embrace and articulate a Biblical perspective in all aspects of life.
- **Caring Relationships** – To encourage the application of Biblical principles in interpersonal relationships.
- **Character Development** – To give priority to the development of Godly character.
- **Community Outreach** – To proclaim the Lordship of Jesus Christ, to make disciples and to build God's Kingdom.
- **Personal Excellence** – To discover personal gifts and talents and to develop them to their full potential.
- **Lifelong Learning** – To foster an appreciation for learning and the need to adapt to change.
- **Modeling Christ-likeness** – To see the personal work of Christ modeled in all facets of our school community.
- **Personal Faith** – To lead students to know and love God.
- **Self-discipline** – To provide an atmosphere that promotes personal order, discipline and academic excellence.
- **Biblical Stewardship** – To acknowledge that we are accountable to God for the responsible management of our lives and resources.
- **Vocational Preparation** – To assist students to respond to God's call upon their lives.

KEY RESPONSIBILITIES

Financial Governance and Controls

- Assist in implementing financial policies, including the Personal Expense Policy, Purchase Order (PO) process, and credit card usage policy.
- Ensure compliance with internal controls, mitigating financial risks and supporting the organization's financial governance objectives.
- Support the internal audit process and work to ensure zero major audit findings annually.
- Maintain the approval matrix to ensure all financial transactions have appropriate levels of authorization.



Financial Reporting and Analysis

- Prepare and deliver accurate and timely financial reports for all organizational segments.
- Ensure financial reporting systems provide clear, real-time data to support decision-making.
- Assist in the development and maintenance of financial performance dashboards for real-time financial insights.
- Ensure timely monthly, quarterly, and annual financial closings and reporting to stakeholders.





Operational Efficiency and Cost Management

- Assist in the budgeting process, supporting the shift to zero-based budgeting by Q1 2026.
- Conduct cost analyses and identify opportunities for savings across all operational segments.
- Support the transition to a PO model by Q2 2025, ensuring all significant purchases are controlled and tracked effectively.
- Maintain inventory management controls and assist in audits of fixed assets.

Strategic Financial Planning

- Collaborate with the finance team to support growth initiatives, including the financial modeling for daycare investments and the transition to the COE model.
- Assist in cash flow forecasting, ensuring liquidity for both operational needs and strategic projects.
- Contribute to long-term financial planning, aligning financial strategies with the organization's goals.



Team Leadership and Development

- Provide leadership to junior finance staff, supporting their development and performance.
- Assist in training the finance team on new policies and financial controls to ensure consistent understanding and compliance.
- Foster cross-department collaboration, ensuring that finance is aligned with broader organizational goals.



Compliance and Risk Management

- Ensure all financial operations comply with relevant regulations, standards, and internal policies.
- Assist in fraud prevention measures, including the monitoring of internal controls.
- Support the Controller /VP Finance in risk management strategies to protect the organization's financial stability.

QUALIFICATIONS & CORE COMPETENCIES

Education

- Bachelor's degree in Accounting, Finance, or related field.
- CPA or equivalent designation is an asset.

Experience

- Minimum of 5 years of experience in financial management.
- Strong experience with financial reporting, controls, and budgeting processes.
- Experience in managing day-to-day finance operations in a multi-unit or complex organization.

Skills

- Excellent knowledge of GAAP and financial regulations.
- Strong proficiency in financial management software and advanced Excel skills.
- Analytical and problem-solving skills, with a focus on accuracy and efficiency.
- Strong interpersonal and communication skills, with the ability to work collaboratively across departments.
- Personal Attributes:
- High ethical standards and integrity.
- Detail-oriented and organized.
- Proactive and able to manage multiple tasks and priorities.
- A commitment to supporting the mission and values of RCAS.

Key Performance Indicators (KPIs)

- 100% compliance with financial policies by Q3 2025.
- Timely, accurate delivery of monthly financial reports within 5 business days of month-end.
- Zero major audit findings annually.
- Achieve 10% reduction in non-essential operational costs by Q4 2025.
- Maintain accurate inventory and fixed asset records, with periodic audits

OUR SEARCH TEAM



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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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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.



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ALEXA KROEKER SUPPORTING THE SEARCH

With extensive experience in executive and board assistance, Alexa combines her recruitment expertise with a keen understanding of organizational needs to build high-performing teams. She's adept at crafting compelling job descriptions and leveraging advertising strategies to attract the best candidates for your organization. From the initial kickoff meeting, Alexa listens attentively to understand the nuances of your ideal candidate, ensuring a tailored and effective recruitment approach.

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 8, 2024

Short List Interviews: Mid November 2025

Start Date: Early January 2025

Salary Range: \$110,000 - \$130,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

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