



Shawnigan Lake School

Job Description

Job Title:	Director of Finance
Department:	Finance & HR
Division:	Administration
Reports to:	Chief Financial and Operating Officer (CFOO)
Loading/FTE:	1.0 FTE
Salary Range:	\$120,000 to \$145,000

1.0 PURPOSE

Reporting to the Chief Financial & Operating Office, the Director of Finance is an integral role of the Business Office Team, responsible for the development, implementation, management and monitoring of integrated financial systems, policies and procedures for both Shawnigan Lake School and the Shawnigan Lake School Foundation. The Director ensures sound financial management, efficient operations, and regulatory compliance under Canadian not-for-profit accounting standards, while working closely with the CFOO to support the long-term financial sustainability of both entities. Providing leadership to the finance team and exemplary service to all stakeholders, this role builds strong relationships that support the School's values of Curiosity, Compassion, Community and Courage.

2.0 RESPONSIBILITIES

Accounting

- Manages accounting and the general ledger structure to enable strong financial management across the school, including safeguarding of financial assets and data.
- Responsible for capital asset tracking, budgeting and accounting, working in conjunction with the Director of Operations and the IT Manager.
- Responsible for the financial review of payroll, benefits, RRSP and related filings.

Financial Planning, Analysis and Reporting

- Prepares quarterly financial statements for the CFOO with variance analysis and year-end forecasts.
- With support from the CFOO, leads the annual budgeting process in collaboration with department heads and budget-holders.
- Develops and maintains long-range financial models and forecasts that reflect enrollment, fundraising, and capital project scenarios, with support from the CFOO.
- Monitors budget-to-actual results and provides variance analyses to support decision-making.
- Liaises with external auditors to coordinate and lead the year-end audit process for both entities.

- Prepares various analyses as requested by the CFO, including the tracking of KPI's and other benchmarking initiatives, important for assessing trends and industry comparisons.

Cash Management and Forecasting

- Develops and maintains rolling cash flow forecasts (e.g., 12-month and multi-year) for the School and Foundation, integrating operational budgets, capital projects, and timing of tuition receipts, donations, and other revenue streams.
- Coordinates with the Advancement team to accurately forecast timing of gifts, grants, and endowment distributions.
- Liaises with investment fund managers to ensure alignment between cash needs and investment liquidity schedules; maintain awareness of market timing and rebalancing protocols.
- Evaluates and recommend short-term investment options for surplus operating cash to optimize returns while preserving capital and liquidity.
- Ensures compliance with internal policies and external regulations regarding cash handling, restricted funds, and endowment draws.
- Supports long-range financial planning by modeling the impact of major initiatives, enrollment shifts, or capital projects on cash reserves and liquidity.
- Maintains banking relationships and monitor banking services to ensure optimal fee structures, security, and service for the School and Foundation.

Compliance and Risk Management

- Responsible for the annual T3010 charities information return and statutory filings and compliance with CRA.
- Collaborates with the CFOO to manage institutional risk, including insurance reviews, internal controls, and financial policy development.
- Maintains documentation and practices to ensure audit readiness and regulatory transparency.
- Keeps abreast of current developments in Canadian Generally Accepted Accounting Principles (GAAP), Income Tax Act and Canadian Revenue Agency (CRA) policies and leads any required changes within the School and Foundation.

Process Improvements, Automation, and Policies and Procedures

- Leads initiatives to digitize, automate, and optimize financial workflows across both entities, with emphasis on improving integration with Admissions (e.g., enrollment and tuition management), Advancement (e.g., gift processing, fund tracking), and Events (e.g., internal event costing and external rentals).
- Evaluates and implements technology solutions (e.g., ERP, CRM integrations, online payment platforms) that support streamlined, scalable processes.
- Recommends, develops, implements and administers, effective financial policies and procedures.
- Provides ongoing advice, guidance and instruction to faculty and staff to ensure accuracy of work and proper policies and procedures are followed, well supporting their needs.
- Monitor and review service based on best practice to effectively meet the needs of internal and external partners, and recommend changes to the CFOO when appropriate.

- Ensures that all proper and necessary operational controls are implemented and maintained to protect the schools and foundations assets, including cash flow management and compliance with taxation requirements.

Leadership and Team Management

- Supervise the Controller, Purchaser & Commissary Manager (school store) and support their oversight of transactional accounting, purchasing, inventory management, and financial reporting processes.
- Foster a collaborative, service-oriented culture across departments.
- Provide financial insight and support to school leaders and department heads.

3.0 QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications

- Completion of professional accounting designation (CPA) required.
- Minimum 6 years of progressive financial leadership experience, ideally in a not-for-profit, education, or independent school environment.
- Proven experience managing dual-entity financial structures and restricted funds.
- Strong understanding of Canadian ASNPO standards and CRA compliance for charities and NPOs.
- Demonstrated success in process improvement, systems automation, and cross-departmental collaboration.
- A mastery of Excel and familiarity with GoogleSuite applications.

Skills

- Results-driven, self-starter and highly motivated with a leadership and interpersonal style that fosters collaboration and productive relationships with a diverse group of people.
- Proven ability to communicate complex financial concepts clearly to both financial and non-financial stakeholders.
- Exceptional planning and organizational skills.
- Adept at managing complexity and balancing multiple priorities, with flexibility and tolerance for a fast paced environment.
- Skilled in preparing concise, audience-appropriate financial reports.

4.0 EXPECTATIONS

Shawnigan Lake School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Employees will be required to undergo child protection screening appropriate to the position, including checks with previous employers and a vulnerable sector criminal record check.

Whether working independently or with others, the Director of Finance will model Shawnigan's core values of Curiosity, Compassion, Community and Courage.

5.0 HOURS OF WORK AND WORKING CONDITIONS

The Director of Finance role operates within a busy office environment that includes frequent interactions and distractions. This is a full-time position, generally requiring 40 hours per week, with the expectation of schedule flexibility throughout the year in response to the needs of the School.

Work may occasionally be required outside of standard business hours, including evenings, early mornings, weekends, or late nights. While the primary workplace is on-site, remote work may be necessary.

Vacation scheduling may be subject to restrictions during critical or high-demand periods.