Director of Finance – 1.0 FTE - Probationary
Central Office

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, serving over 4000 students in eight campuses throughout the city. We offer educational programming through a distinctive FFCA Teaching and Learning Framework that has been refined and developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter, namely academic excellence, character development, parental involvement and staff leadership, are valued and fostered.

Position Summary:

A Director of Finance is required for a full-time continuing position. The start date for this position is flexible (mutually agreed upon start date).

The Director of Finance is responsible for the leadership and management of FFCA's accounting operations, financial reporting, budgeting support, compliance activities, and internal controls. Reporting to the Chief Financial Officer (CFO), the Director of Finance provides organizational leadership in financial stewardship, supports strategic decision-making, and ensures compliance with Public Sector Accounting Standards (PSAS), Alberta Education requirements, and applicable legislation. The Director of Finance serves as the CFO's designate and plays a key role in supporting operational and strategic initiatives across the organization.

Responsibilities:

Accounting Operations

- Direct all day-to-day accounting operations, ensuring the integrity, accuracy, and transparency of the Board's financial information and reporting
- Develop and maintain the chart of accounts to meet evolving stakeholder reporting requirements
- Manage and maintain the ERP system, budgeting software, and forms/fees software
- Oversee capital asset accounting, including valuation, reconciliation, and reporting in accordance with Public Sector Accounting Standards (PSAS).
- Maintain company procurement cards
- Provide supervision and guidance to the accounting department.
- Supervise direct reports:

        - Accounting Analyst
        - Accounting Clerk
        - Payroll Administrator
        - Other accounting staff as organizational growth occurs

Budgeting and Reporting

- Prepare monthly, quarterly, and annual financial information and reports.
- Assist in the development and monitoring of the annual budget, GRE reporting to AB Education, and annual audited financial statements.
- Monitor cash flow and short-term investments.
- Complete CRA reporting requirements, including GST rebate applications and the Annual Charity Return
- Support the Payroll Administrator with WCB reporting and T4 filings
- Provide training and assistance to school staff regarding school-based budgets
- Support the CFO with:
    - Alberta Education reporting
    - Meritorious Budget preparation and monitoring
    - Preparation of reports and recommendations, including comprehensive financial data covering all aspects of school finance

Compliance and Risk Management

- Ensure all organizational insurance policies remain current
- Prepare working papers and supporting documentation for annual financial audits
- Maintain contracts and agreements, including administration of lease agreements and service contracts
- Support the CFO with:
    - Risk management initiatives
    - Implementation and maintenance of a strong internal control environment
    - Internal auditing examinations of fiscal processes, programs, and schools
    - Monitoring compliance with applicable laws, regulations, and reporting requirements
    - Monitoring legislative changes related to school finance and other business functions

Leadership and Organizational Support

- Assume all duties and responsibilities of the CFO in their absence
- Provide leadership, coaching, and development to accounting staff
- Support the CFO with:
    - Planning, developing, implementing, and evaluating Board policies and administrative procedures
    - Providing support and training to Principals and Administrative Assistants regarding school-level financial controls

        - Designing and delivering professional development and financial literacy training for Central Office staff, school-based financial personnel, and Principals
    - Maintain current knowledge of school business administration through participation in the Association of School Business Officials of Alberta (ASBOA)
    - Lead continuous improvement initiatives related to financial processes, reporting, systems, and controls
    - Perform other related duties as assigned

Required Knowledge, Skills, Abilities & Attributes:

- Bachelor's Degree in Accounting, Finance, Business Administration or related field required
- Master's Degree in related field preferred
- CPA Designation in good standing
- Extensive knowledge and experience in business and financial operations
- Experience supervising and developing staff
- Experience preparing financial statements and supporting external audits
- Experience with budgeting, forecasting, and financial reporting
- Experience implementing and maintaining internal controls
- Knowledge of appropriate statutes within the province
- Knowledge of payroll procedures and government relations
- Knowledge of financial management principles and accounting practices
- Knowledge of applicable legislation, regulations, and reporting requirements
- Knowledge of internal controls and risk management practices
- Strong analytical, critical thinking and decision-making skills
- Ability to manage complex and sensitive situations
- Strong interpersonal, written and verbal communication skills
- Ability to work independently and collaboratively
- Ability to manage competing priorities and deadlines
- Advanced Microsoft Excel skills
- Proficiency with financial management systems and ERP software
- Strong leadership and team development skills
- Ability to communicate complex financial information to non-financial audiences

Desired Experience and/or Training:

- Minimum of three years in education setting
- Experience working in the public sector, government or not-for-profit organizations
- Experience working with Public Sector Accounting Standards (PSAS)
- Experience supporting board and audit committee reporting
- Knowledge of Public Sector Accounting Standards (PSAS)
- Knowledge of Alberta Education funding and reporting requirements
- Knowledge of payroll legislation and employment related statutory requirements

- Knowledge of procurement, contract administration and lease management
- Knowledge and use of Atrieve
- Experience in budgeting and financial reporting software used in K-12 education environments

Salary Range: $101,400 – 126,651.

Closing date for applications: This position will remain open until filled.

Application Details:

Interested candidates are asked to e-mail a cover letter, resume and 2 references to chloe.graveline@ffca-calgary.com.

While all applicants are thanked for their interest, only those selected for the interview process will be contacted.