



**MENNONITE BROTHERS COLLEGIATE INSTITUTE**

173 Talbot Avenue  
Winnipeg, Manitoba  
Canada R2L 0P6

P 204.667.8210  
F 204.661.5091  
E info@mbci.mb.ca

## **Director of Finance – Part Time Est Start Date – August 2019**

Mennonite Brethren Collegiate Institute (MBCI) has an opportunity for a qualified person to take on the role of Director of Finance. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

Our new Director of Finance position will work closely with the Principal, Board Finance Committee, and the Director of Operations.

### **Applicants for this position should:**

- Be committed to Christian Education
- Be passionate and committed to creating a culture that reflects the values of the school
- Value collaboration with staff and demonstrate skill in the area of school finance operations
- Be able to articulate high expectations and provide high support toward the goals of the school
- Be able to ensure leadership has the tools, materials and skills to accomplish the goals of the school
- Demonstrate skill in conflict resolution, and problem solving within a team
- Have excellent communication skills
- Have excellent organizational skills
- Demonstrate creative, innovative thinking

### **Duties & Responsibilities:**

- Provide support to the Principal
- Provide leadership, financial advice and direction to the school
- Oversee monthly accounting cycle
- Report monthly financials
- Oversee accounts receivable
- Liaise with the Finance Committee
- Coordinate/Prepare Annual Budget
- Manage 5-year plan
- Coordinate/Supervise annual audit
- Oversee/Prepare frame report
- Oversee/prepare T3010 charity return
- Oversee tuition receipting process
- Coordinate borrowing & investing
- Other duties as assigned

## **Qualifications**

- A Christ follower with active membership in a Christian church
- Affirmation of the MB Confession of Faith
- Finance, administrative/management experience
- Professional accounting designation
- Experience in risk management and strategic planning

## **How to Apply**

**Please forward the following documents via email to Jennifer Rogalsky at [jrogalsky@mbsci.mb.ca](mailto:jrogalsky@mbsci.mb.ca) by April 15.**

- Resume
- Statement of faith (one page)