



CHIEF FINANCIAL OFFICER

Aspengrove School is seeking a dynamic leader to serve as the Chief Financial Officer. This is an exciting opportunity for a leader who has demonstrated experience managing the financial, operational, and business elements of a mid-size organization. The Chief Financial Officer will be a member of the Senior Management Team and provide strategic and operational direction to Aspengrove School.

Aspengrove is a school of approximately 275 students that sits on 40 acres at the north end of the mid-island city of Nanaimo. The rural campus includes six classroom buildings that support the full range of students from Junior Kindergarten to Grade 12. In addition, the school offers a network of forest trails, playing fields, sports courts, a newly completed athletic and activities center, and a recently completed "living lab" for experiential learning. Aspengrove has three divisions; the Junior School (JK-Gr 5), Middle School (Gr 6 - 7) and Senior School (Gr 8-12) and offers the International Baccalaureate (IB) Programme across all grades.

Aspengrove is a place of purpose that focuses on the individual experience of each student within the context of a dynamic, supportive, and inspiring learning community. Students at Aspengrove value the relationships they develop with their peers and teachers and understand that "getting along" in a small school requires the kinds of skills and habits that will serve them for life. Going to school in a place that is safe, where classroom learning is made real and relevant, and where students build their true capacities, makes Aspengrove especially ideal for students who want to challenge themselves to be their best self.

The Chief Financial Officer reports to the Head of School, is a member of the Senior Management Team, and works collaboratively to advance the School's Vision, Mission, and Values.

Specifically, the Chief Financial Officer is responsible for:

- Manages and controls operational and capital expenditures.
- Manages annual and long-term budgeting.
- Oversees accounting staff and provides ongoing guidance and mentoring.
- Ensures the preparation of all financial reports including income statements, balance sheets, and reports to the Board of Directors



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- Works closely with the Board of Governors and Finance Committee
- Manages external audits and acts as primary liaison for the auditors.
- Ensures timely and accurate financial reporting in accordance with GAAP, School policy and best practices.
- Ensures the preparation of all financial reports including income statements and balance sheets.
- Oversees and establishes appropriate systems for facilities, Human Resources, Information and Technology, Risk Management and Finance.
- Studies long-range economic trends and projects potential for future growth in enrollment and other business opportunities.
- Manages all school contracts.
- Develops a multi-year strategic plan that encompasses all areas of operations.
- Identifies and manages short and long-term organizational risk.

Skills and aptitudes for the ideal candidate include:

- Clear written, oral and group presentation communication skills.
- Ability to build relationships and work collaboratively across diverse stakeholder groups.
- Ability to set strategic goals and implement key actions to achieve those goals.
- Ability to build consensus and lead change.
- Excellent interpersonal and teamwork skills.
- Ability to coach and develop emerging leaders.
- Maintain confidentiality and integrity with staff, parents, and other community members.
- Ability to multi-task and deal with ambiguity.
- Strong organizational and time management skills.

Qualifications for the ideal candidate include:

- Graduation from an accredited four-year college or university with specialization in finance, accounting, or related field.
- Professional accounting certificate (CPA) or (MBA).
- Proven experience as a CFO or in a similar finance role.
- Experience in finance within a school setting is desirable.



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- Strong knowledge of payroll management, financial management, market analysis, fiscal management, and strategic planning.

Application Details

The successful candidate will begin August 1, 2024.

Aspengrove School encourages applications from suitably qualified candidates with diverse backgrounds. We value each community member's identity, perspective, and well-being, and embrace our differences as a sign of strength. We believe in diversity, equity and inclusion and are committed to equal employment opportunities.

Please submit cover letter, resume and the names of three references to Karen Webber, kwebber@aspengroveschool.com, by May 8, 2024.

We appreciate the time and interest of all those candidates who apply; however, only those candidates who will be interviewed will be contacted.

A competitive compensation package is available with an annual salary range of \$98,000-128,000.