

**POSITION AVAILABLE**  
**DIRECTOR OF FINANCE AND**  
**INFORMATION TECHNOLOGY**  
**FULL-TIME**

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. ([pearsoncollege.ca](http://pearsoncollege.ca)).

**Pearson College UWC is recruiting for an outstanding Director of Finance and Information Technology**

*Reporting to:* Deputy Head of College and Vice President Operations

*Position Summary:*

The Director of Finance and Information Technology (IT) is responsible for managing the financial affairs of the College as well as strategic financial planning and IT operations. The position provides financial leadership, manages budgets, oversees accounting functions, conducts forecast analysis, and monitors cash flow and credit accounts. The Director must ensure compliance with all applicable financial legislation. For IT, the Director is responsible for implementing all technology and computing applications while managing IT staff members and implementing modern technology upgrades. The Director plays a key role in long and short-term strategic decision-making and is a member of the Leadership Team.

**Major Responsibilities:**

**Finance**

- Timely, accurate financial reporting in accordance with GAAP, College policy and best practices

- Preparation of all financial reports including income statements, balance sheets, reports to the Board of Directors (Board), information returns and reports for government regulatory agencies
- Review of reports to analyze projections of fee income against actual figures, budgeted expenses against final totals and, as appropriate, provision of recommendations to improve planning process
- Supervise investment of surplus; work with banks to ensure sufficient credit facilities and maintain relationships with the College's banker(s)
- Recommend, plan and coordinate negotiations for purchasing, selling, leasing, renting, and disposing of capital assets
- Collaborate with Leadership Team and the Board to ensure financial reports are understood and actioned and decisions are made with due regard to financial ramifications
- Work with Leadership Team and Board in developing College financial policies
- Ensure College's assets are safeguarded through implementation of internal controls and monitoring effectiveness thereof
- Manage annual budgeting and periodic re-forecasting as required
- Review preliminary monthly financial statements and provide commentary on significant transactions/account movements
- Manage various external audits and act as primary liaison for auditors for the College, capital fund, Endowment Fund and US Foundation
- Prepare various year-end schedules and analysis related to year-end audit
- Oversee accounting staff and provide ongoing guidance and mentorship
- Supervise daily financial operations, including cash flow and cash management, parental billing, posting, and collecting accounts receivable, posting, and paying accounts payable, recording, and depositing cash receipts, maintaining necessary ledgers
- Ensure all day-to-day activities are completed on a timely basis and follow up on any outstanding issues
- Maintain Fixed Asset ledger
- Review and sign all College accounts payable cheques, process online payments and wires
- Advise VP on appropriate insurance coverage for the organization and the Board and assist with risk management
- Develop and implement policies and procedures to ensure financial information is secure and stored in compliance with current legislation and appropriate cyber protection practices

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

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Located on the unceded territory of the Sc'ianew (Beecher Bay) First Nation

### Information Technology

- Coordinate and supervise IT staff
- Manage and report on allocation of IT budget, including cost effectiveness for IT section
- Manage and coordinate all IT-related matters including data, wireless communications, mobile technology, telephony, security, and computer hardware and software
- Monitor network utilization and performance, implement procedures for network optimization, reliability, and availability
- Identify problematic areas and implement strategic solutions in a timely manner
- Develop and implement IT policy and best practice guides for the College
- Identify opportunities for IT team training and skills advancement
- Support training programs and workshops for staff/faculty
- Ensure IT help desk provides employees with timely responses and solutions
- Oversee and determine timelines for major IT projects including system updates, upgrades, migrations, and outages
- Share regular operation system reports with Leadership Team and Board (as required)

### Education, Skills, and Experience:

Designation as a Chartered Professional Accountant with a minimum of ten years of progressive management responsibility for all financial aspects of a medium-sized corporation, educational institution, not-for-profit or relevant organization. Experience in IT management is an asset.

### Compensation & Organization

Applications will be accepted on a rolling basis until the position is filled. Salary range is \$120,000-\$130,000 per annum plus a comprehensive benefits package. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. Résumés and a cover letter can be emailed to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca).

*As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.*