



Administrative Officer Position - Controller

Responsibilities:

The incumbent will:

- report directly to the President of Acadia Divinity College;
- manage and complete all accounting transactions for Acadia Divinity College;
- coordinate with Acadia University relating to services provided to Acadia Divinity College;
- manage the treasury transactions of Acadia Divinity College;
- manage the operational and capital budget and forecasting process;
- prepare timely and accurate internal financial reports including analyzing operating results against budgets;
- provide guidance on all financial matters;
- manage the year end audit review and all regulatory financial reporting and;
- provide financial reports to the Audit, Finance, and Investment Committees and to the Board of Trustees.

Qualifications required:

The incumbent will possess:

- CGA, CMA, CA or CPA designation with 2-5 years post-designation experience
- A proven record of excellence in financial administration

Preference will be given to those with:

- Experience working within educational institution or charitable organization
- Experience working with AccPac software
- Experience in fund accounting and/or endowments

Salary:

Based on qualifications and experience

Anticipated Starting Date: August 4, 2015

Applications will be accepted until midnight on May 27, 2015.

Applicants must be able to enthusiastically endorse and personally support the mission and affirm the theological position of the College. We make every effort to hire exceptional individuals. Canadians and permanent residents will be given priority.

Acadia Divinity College is an evangelical seminary located on the campus of Acadia University in Wolfville, Nova Scotia, Canada, offering Bachelor of Theology, Master of Divinity, Master of Arts (Theology), and Doctor of Ministry degrees. Courses are taught on the main campus as well as at extension sites in Halifax, Truro, New Brunswick, and Amsterdam.

Acadia Divinity College is governed by a Board of Trustees appointed by the Convention of Atlantic Baptist Churches. It is an accredited seminary of the Association of Theological Schools in the United States and Canada. The College is certified by the Canadian Council of Christian Charities.

Qualified candidates wishing to be considered for this position must apply through Career Beacon.

For further information about Acadia Divinity College, visit www.acadiadiv.ca.

We thank all applicants in advance, and advise that only those invited for an interview will be contacted. The College reserves the right not to fill this position.