



Vanguard College
12140 – 103 Street
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www.vanguardcollege.com

Prepared by: Lisa Lindberg

Position: Business Office – Student Finance Officer

We are looking for a highly motivated individual with strong communication skills capable of working independently as well as on a team. You will be primarily responsible for anything that relates to the 'service' of Vanguard College in terms of Student Relations with the Finance Department. This will include, but not be limited to, the management on a day to day basis of the accounting integrity of SPARKY (Vanguard College's internal database), as well as the integrity of the USERS data. The person filling this role should be highly meticulous with respect to both data collection and data entry.

The candidate for this position will also serve as the Assistant to the President of the college by performing various administrative tasks on behalf of the president.

The Student Finance Officer will report directly to the Chief Operating Officer and is responsible for the accomplishment of all goals identified by the department.

GOAL #1: To provide financial support to the student body by providing a positive experience for every student from the initial point of contact through to the completion of the transaction and by providing access to accurate financial records / documents online in a timely manner.

GOAL #2: To provide a financial framework that satisfies the 'generally accepted accounting principles' as defined by the Canadian Institute of Chartered Accountants.

GOAL #3: To provide financial support for the staff and faculty of the college by providing a positive experience for every staff / faculty member from the initial point of contact through to the completion of the transaction and by providing reimbursements of expense requests in a timely manner.

Qualifications:

- Evident love for Jesus Christ and a mature personal relationship with Him that is communicated in word and action
- Passion for Vanguard College and its mission
- A Diploma or Bachelor's Degree from an accredited institution
- Experience in accounting
- Developed communication skills
- Strong computer skills including experience with Microsoft Office (PowerPoint)
- Solid problem solving skills
- Strong organizational and administrative skills
- High standard of confidentiality and discernment
- Self-motivated and disciplined

This is a yearly renewable 0.6 FT contract position (Finance Department)

This is a yearly renewable 0.4 FT contract position (President's Office)

Closing Date: June 14, 2008.

Please submit resume and covering letter to:

Lucian Chenard
Chief Operations Officer

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