

## MCMASTER DIVINITY COLLEGE

### Job Description

#### Director of Finance – 50% time allocation

#### THE ORGANIZATION

McMaster Divinity College (“MDC” or the “College”) is an evangelical Christian seminary with students representing more than thirty denominations. Located across from but affiliated with McMaster University in Hamilton, Ontario, MDC is independent in governance and manages its own financial affairs. The mission of MDC is *to develop effective evangelical Christian leaders for the Church, academy, and society through university-level education, professional training, and ongoing support*. Our desire is not simply to educate students for successful ministry but also to provide graduates with the skills necessary to navigate the complexities of ministry.

MDC is a graduate school and seminary providing education for the Master of Divinity, Master of Theological Studies, Master of Arts, Doctor of Practical Theology, and Doctor of Philosophy. MDC currently has more than 150 full time equivalent students, serving approximately 300 persons. The annual operating budget is approximately \$3.5 million and endowed funds, which are externally managed by a third party, total approximately \$26.0 million. In addition, approximately \$3.0 million resides in the Building Fund to finance a building expansion and renovation project that is currently underway.

#### THE MANDATE

Reporting directly to the President, the Director of Finance (“DOF”) is an integral member of the senior administrative team of MDC. Responsibilities of the DOF include: managing all financial affairs and accounting functions of the College; ensuring effective cash management; being the primary liaison with banks and auditors; assessing and managing organizational risk; ensuring the timely and accurate completion of the annual budget and external audit; overseeing the rolling multi-year strategic plan; preparing regular financial reports and interpretations of such to the President and the senior administrative team; assisting the MDC board in understanding the College’s financial situation and needs; supporting the deliberations of the Resources Committee of the Board; and supervising HR responsibilities and policy development.

The DOF will be an experienced financial and business manager with a demonstrated record of effective financial and operating skills. The DOF will assume a managerial role over the finance function of MDC and will work closely with the President and other members of the senior administrative team.

MDC contracts with McMaster University for the provision of various services. As a result, MDC is able to operate with a small staff component. The DOF will be comfortable with personal involvement at the transactional level.

The DOF will have a CPA or MBA qualification and a minimum of ten years’ experience in financial and business management roles, preferably in the not-for-profit sector. Experience in the post-secondary educational sector will be an advantage, as will prior involvement with fundraising. He/she must possess personal expertise with Excel and be experienced in, and comfortable with, direct manipulation of Excel

spreadsheets in the creation of financial and related information. Excellent written and oral communication skills are expected. This position may be attractive to someone who has recently left full-time employment and/or someone desiring a meaningful employment opportunity with reduced hours.

## **CANDIDATE PROFILE**

The successful candidate should have the following demonstrated competencies and attributes:

- Ability to sign the MDC Statement of Faith
- CPA or MBA with a strong accounting and finance focus
- 10+ years of senior financial management experience, preferably in the not-for-profit sector
- Knowledge of/experience with fund accounting
- Knowledge of accounting standards for not-for-profit organizations
- Strong I/T skills, including hands-on experience with Excel
- Strong analytical, problem-solving, and decision-making skills
- Excellent organizational and time management skills
- Excellent communication and presentation skills
- Ability to represent MDC in public forums
- Ability to multi-task and work effectively and efficiently under pressure
- Ability to contribute in a positive manner to leadership team dynamics

## **COMPENSATION**

- Competitive within the theological post-secondary education sector
- Full benefits package available

## **POSITION TYPE**

- 50% time allocation

## **LOCATION**

- Hamilton, Ontario

## **HOW TO APPLY**

By email to: [princpl@mcmaster.ca](mailto:princpl@mcmaster.ca)

By mail to:

President's Office  
McMaster Divinity College  
1280 Main Street West  
Hamilton, ON  
L8S 4K1

Phone:

905-525-9149 x23500

Fax:

905-577-4782

Website: [www.mcmasterdivinity.ca](http://www.mcmasterdivinity.ca)