Director of Operations and Finance

Help shape the next chapter of Deer Lake School. With approximately 300 students and a thriving school community, we are preparing for an exciting season of growth. We are looking for a collaborative, strategic leader to steward our operations and finances while helping plan for the school's future, including thoughtful consideration of growth and expansion.

About Deer Lake School. DLS is a K–12 Seventh-day Adventist Christian school committed to excellent, student-centred Christian education in a safe and caring family environment.

The Opportunity

As a member of the school administration team, you will partner with the Principal, leadership team and Board to connect day-to-day operations with long-term strategy. You will lead the systems, people, facilities, and financial planning that allow the school to serve its community well and prepare responsibly for what comes next. The role reports to the Principal and also serves as Treasurer of the DLS School Board and chair of its Finance Sub-Committee.

What you will lead

- Shape long-term facilities and organizational planning with the Principal, leadership team, and Board, assessing growth and expansion opportunities through operational, financial, and logistical analysis.
- Oversee school operations, facilities, assets, contractors, vendors, and key services, while developing practical multi-year maintenance and capital plans.
- Lead financial stewardship, including budgeting, forecasting, reporting, cash flow, audit, compliance, and internal controls; provide clear analysis to support sound decisions and long-term sustainability.
- Guide capital projects from planning through delivery, coordinating consultants and contractors, budgets, timelines, and recommendations.
- Lead and support operations and finance staff, strengthen administrative systems, and build collaborative, service-focused relationships across the school community.

What you bring

- An undergraduate degree in business, finance, operations, project management, or a related field, with progressive leadership experience in operations, facilities, finance, or organizational management.
- Strong financial literacy and experience with budgets, reporting, forecasting, teams, vendors, complex projects, and competing priorities.
- Clear communication, sound judgment, analytical strength, and a collaborative approach grounded in integrity and accountability.

- Commitment to the mission and values of Deer Lake School and active membership in good standing in the Seventh-day Adventist Church.

Experience in capital projects, construction or facility development, education or nonprofit settings, BC regulatory requirements, or organizational expansion is an asset.
CPA, PMP, MBA, or another relevant designation or advanced degree is also an asset.

Compensation and Application

Annual salary: $77,193 - $101,698, negotiable based on experience and qualifications. Full benefits package; relocation benefits where applicable. Employment is subject to a three-month probationary period.

To apply, email a cover letter, resume, and copies of relevant certifications to **admin@deerlakeschool.ca**.

Candidates must have valid Canadian work authorization and complete a vulnerable sector Criminal Record Check before receiving an offer of employment.

Extended job description available upon request.

Start date: As soon as possible | Posted: November 16, 2026 | Closes: Until filled