



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

August 04, 2026

Join Our Community

British Columbia Christian Academy (BCCA) is a Pre-K to Grade 12 independent Christian school serving approximately 545 students, and operates a Kids Club (daycare centre) serving approximately 270 students in the Tri-Cities area of British Columbia, Canada. We are passionate about equipping students to impact the world for Jesus Christ. Our motto - the three "C"s: **Christ, Compassion, and Community** - guides our vision and shapes what makes BCCA unique.

Current Employment Opportunities

Teaching Opportunity

BCCA is seeking **BC-certified teachers** for the following positions, with an **intended start date of August 31, 2026**.

Middle School

- **Grade 5 to Grade 8 Homeroom Teacher (1.0 FTE) - 1 position**

Successful candidates must be comfortable teaching Language Arts, Social Studies, Science, Mathematics, Bible and Physical Education. The ability to teach Art is an asset.

Faith Expectations for Teaching Staff

The successful candidate will model servant leadership and integrate biblical principles into their work, fostering an environment that supports the school's mission to glorify God and equip students for life and service. Teachers must agree with the school's Mission, Vision and Statement of Faith and demonstrate a personal commitment to Jesus Christ as Lord and Saviour.

bcchristianacademy.ca | office@bccaschool.ca

Elementary School Campus | 1019 Fernwood Ave. Port Coquitlam BC V3B 5A8 | 604.941.8426

Middle School Campus | 2329 Fremont Connector Port Coquitlam V3B 0M3 | 778.819.6620

High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.8534

Finance Opportunity

BCCA has an immediate opening for a **Finance Assistant** to join our Business Office. Reporting to the Business Manager, the Finance Assistant plays a vital role in the daily financial operations of the school. Responsibilities include managing student registrations and accounts, processing payments, maintaining accurate financial records, performing reconciliations, assisting with payroll preparation, and providing administrative support. This position requires exceptional attention to detail, sound judgment, and the ability to manage confidential information with professionalism and integrity.

Faith Expectations

The successful candidate will be independent, self-motivated, service-oriented, and committed to supporting the mission of Christian education. They will model servant leadership and integrate biblical principles into their daily work, fostering an environment that supports the school's mission to glorify God and equip students for life and service. Applicants must agree with the school's Mission, Vision, and Statement of Faith and demonstrate a personal commitment to Jesus Christ as Lord and Saviour.

Position Details

- **Position:** Finance Assistant
- **Employment Type:** Permanent, Full-Time
- **Hours of Work:** 35 hours per week (Monday to Friday)
- **Location:** Port Coquitlam, British Columbia
- **Compensation:** \$24.77–\$32.09 per hour (including vacation pay), based on qualifications and experience.

Key Responsibilities

- Maintain confidentiality and professionalism when handling financial, payroll, student, and employee information.
- Process student registrations, tuition payments, deposits, re-registrations, and other school-related fees.
- Administer payments through EFT, Interac e-Transfer, cheque, credit card, wire transfer, and occasional cash transactions.
- Record, reconcile, and report daily and monthly financial transactions.
- Assist with refunds, accounts payable, and payroll data preparation.
- Maintain financial records for student activities, events, and fundraising initiatives.
- Communicate professionally with parents and organizations regarding overdue accounts and NSF payments.
- Record and manage charitable donations in accordance with CRA requirements.
- Monitor customer accounts and prepare aging reports for outstanding receivables.
- Support audits by preparing documentation and reports.
- Perform general administrative duties including filing, photocopying, answering telephones, and other duties as assigned.

Qualifications

- Completion of post-secondary education in Accounting, Finance, Business, or a related field, or an equivalent combination of education and experience.
- One to two years of bookkeeping, accounting, or finance experience.
- Working knowledge of accounting principles and reconciliation procedures.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook, and experience with accounting software.
- Strong organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- High level of integrity and commitment to maintaining confidentiality.

Language Requirement: English is required for effective communication in the workplace.

Transportation Opportunity

We are also seeking a responsible, safety-minded, and dependable **School Bus Driver** to join our team. In this vital role, you will ensure the safe and timely transportation of students to and from school, field trips, and other school-related activities.

As the first and last point of contact in a student's school day, our bus drivers play a crucial role in creating a positive, secure, and welcoming environment. You are not just driving a route - you are providing a reliable service that supports student success and peace of mind for families.

Key Responsibilities:

- Safely operate a school bus on assigned routes and schedules
- Ensure the safety and well-being of all students during transport
- Conduct pre-trip and post-trip vehicle inspections
- Maintain order and enforce school bus safety rules
- Communicate professionally with students, parents, and school staff
- Respond calmly and appropriately to emergencies or unexpected situations

Qualifications:

- Valid BC Class 2 driver's license preferred; candidates with a Class 4 license will also be considered. Willingness to upgrade to Class 2 is required for school bus driving duties.
- Clean driving record
- Ability to pass background checks and drug screenings
- Strong sense of responsibility, punctuality, and care for children
- Previous experience preferred but not required—training available
- First Aid Level 1 certification (necessary, but if you do not have, you can join the sessions arranged by the school)

Accommodation

BCCA is committed to providing accommodations for persons with disabilities in accordance with the Accessible Canada Act. Please advise us of any accommodations needed during the recruitment process.

We Offer

- A collaborative and rewarding work environment
- Competitive compensation based on experience
- A comprehensive benefits package including medical, dental, and vision coverage; RRSP matching; life insurance; and LTD coverage
- A culture that supports safety, innovation, learning, diversity, and teamwork

How to Apply

Teaching Applicants Must Include:

- Cover letter
- Resume
- Teaching certificate
- Statement of faith
- Philosophy of Christian education
- Three professional references, including one pastoral reference

Finance Assistant Applicants Must Include:

- Cover letter
- Resume
- Three professional references, including one pastoral reference
- Personal Statement of Faith
- Copies of relevant certificates, academic transcripts, and supporting documentation

Bus Driver Applicants Must Include:

- Resume
- Driver's abstract
- Relevant certifications
- Three professional references, including one pastoral reference

Eligible applicants should submit a complete application package electronically by following the application link below and attaching all relevant documents within the application.

<https://www.bcchristianacademy.ca/about/careers/general-careers-application/>

While we sincerely appreciate all applications, only candidates selected for an interview will be contacted. All applications will be treated as confidential. All applicants will receive an automated email acknowledging receipt of their application.

For teaching positions, only complete applications from candidates qualified and eligible to teach in British Columbia will be considered.

Enquiries only: If you have questions about this position, please contact

ask_hr@bccaschool.ca. Applications must be submitted through the designated application link.

<https://www.bcchristianacademy.ca/about/careers/general-careers-application/>