

## Overview for Director of Finance at Christ Church School

### Reports to the Head of School

#### Full-time position/Normal Hours:

- Monday through Friday 7:50 am – 4:00 pm (Part-time remote hours may be an option)
- Health Benefits and tuition remission
- Other hours as required and deemed necessary by the Head of School

#### Qualifications:

- BA/BS or MA/MS in the field of finance, business, or accounting.
- Significant professional experience in managing finance, business, accounting and administrative operations, CPA or MBA is ideal.
- Experience in non-profits, other independent schools, or colleges is ideal.
- Strong financial background in non-profit/fund accounting, an understanding of investment and risk management, facilities management, and business office functions
- Experience with computerized accounting systems.
- Excellent communication skills and working in a collaborative community.

**General Description:** The Director of Finance serves as a member of Christ Church School's Lead Team and as such, requires an unwavering commitment to professionalism. The Director of Finance is to prepare preliminary and final budgets; to monitor income, expenditures, collections, and cash flow; to maintain appropriate financial records; to oversee the employee benefit program and ensure that the school is financially stable. This position includes oversight of resources, facility needs, understanding of Crisis Management protocol, and includes the ability to manage facility enhancement projects. This leadership position supervises the work of the advancement office, business office and operations personnel. This position is the liaison with the school's attorney, banks, and other contracted professionals in conjunction with the Head of School and The Director of Business Operations. Technological proficiency with PC & Mac hardware/software, and competency with Microsoft Office, Microsoft Excel, Zoom and electronic communication methods is a requirement for the fulfillment of this job description.

**The Director of Finance believes in Christ Church School's mission statement:** Christ Church School serves as an outreach ministry which emphasizes academic excellence and nurtures the spiritual, physical, cultural, and social development of students in a compassionate, disciplined Christian environment.

#### Principal Accountabilities:

- Manage the financial processes of the business office
- Ensure accurate and timely reporting of data
- Ensure the most economical uses of the school funds
- Manage facility risks
- Develops and manages an annual budget
- Maintains the current school's long-term (3-5 year) financial model
- Provides financial and accounting services
- Supervises the administrative operations
- Supports the implementation of effective ongoing procedures and record keeping in the administrative areas of the school including personnel, payroll, processing of accounts payables
- Completes an annual review of the insurance policies, with Head of School support and guidance
- Monitors the annual operating budget and is accountable for the monthly preparation and review of operating statements
- Provides and interprets cost/expense analysis of programs
- Liaison with the school's finance committee, investment committee, School Board, attorney, banks, and other contracted professionals in conjunction with the Head of School.