



Providence Christian School of Texas

Position Title	Chief Financial Officer
Reports To	Headmaster
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year
Vacation Designation	3 Weeks

Position Summary: The CFO oversees all of the school's financial and physical operations and serves the Board of Trustees in meeting its fiduciary responsibilities to achieve the School's goals and support its mission. He/she supervises the employee payroll/benefits, accounts receivable, accounts payable, vendor selection, general ledger, annual budget, insurance, annual external audit processes, and endowment administration. In addition, the CFO directs the facilities manager in the upkeep and management of the physical operation of the school, including buildings and grounds maintenance, housekeeping, and capital expenditures. Finally, the CFO oversees the risk management program and is responsible for all government compliance issues related to federal, state, and local laws and ordinances.

Qualifications

- Degree in finance, accounting, or a closely related field; CPA preferred
- Eight years of commensurate experience creating and executing financial planning and management strategies
- Experience working in or strategic consulting for private schools, or other non-profit entities is preferred
- Strategic minded, analytical, and enjoys challenges and problem-solving
- Meticulous attention to detail
- Ability to maintain confidentiality
- Strong interpersonal skills
- Steeped in moral purpose, clarity, conviction, and integrity
- A love of and commitment to classical, Christian education
- Active faith and commitment to Jesus Christ
- Willingness to work as part of a team by being service-oriented, flexible, and reliable

Essential Functions

Financial

- Manage bank accounts; oversees reconciled account statements and investment gains/losses.
- Supervise the work of the school business office personnel.
- Prepare monthly financial reports for the Headmaster and the Board of Trustees.

- Provide staff support, in conjunction with the Headmaster, to the Finance Committee and other committees of the Board of Trustees.
- Prepare projected annual and multi-year budgets that will permit setting the succeeding year's tuition at a Board of Trustees meeting. Budgeting includes planning for major capital expenditures.
- Secure an annual audit of the school's financial records and financial position.
- Oversee all school purchasing, accounts receivable, collections, accounts payable, financial investments, endowment management, banking activities, and predictive financial modeling.
- Support advancement office, reconciliation of key Annual Fund pledges/gifts, and other major fund-raisers.

Human Resources

- Assist the Headmaster with decisions regarding salaries and benefits for all personnel, including the evaluation of staff.
- Supervise payroll manager and administration of compensation and benefits.
- Oversee the insurance and 403b programs for employees.
- Communicate accounting policies to teachers and staff and ensure compliance with said policies.

Facilities

- Supervise the work of the Facilities Manager and contractors for custodial and any other auxiliary enterprises of the school.
- Manage risk at the school to ensure the safety of the personnel and students in their use of the facilities.
- Oversee the scheduling of the School's contracted security officers.
- Maintain appropriate levels of insurance to protect the school property and cover the liability of the school, including its personnel and trustees.
- Oversee the preparation and filing of various Federal, State, and County reports and maintain awareness of all compliance issues as they pertain to the School.

General

- Support the school and its leadership.
- Perform other duties as assigned by the Headmaster.