



## Job Description: Chief Financial Officer

*"Discipling young people to make a difference in their world"*

<b>Job Classification:</b>	Staff
<b>Provisional Period:</b>	Yearly contract based on annual evaluation
<b>Department:</b>	Central Services
<b>Assignment Category:</b>	Full-time

### Job Description Summary:

The DCS Chief Financial Officer (CFO) is responsible for fiscal management, budget preparation and monitoring, and strategic financial planning. Reporting to the Head of Schools, the CFO collaborates with the Board of Trustees on financial matters and works closely with the Central Leadership Team to manage departmental budgets effectively. Key responsibilities include managing accounts payable and receivable, business planning, budget preparation and maintenance, banking and vendor relationships, capital campaign support, employee benefits, payroll, investments, loans, supervising business office staff, managing donations, and fulfilling other duties.

### Ministry Description Summary:

The CFO is called to serve God as a staff member, and is able to confidently articulate a personal relationship with Jesus Christ. This individual leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. The CFO demonstrates a high degree of professionalism and responsibility in fulfilling their duties at DCS.

### Specific Job Duties

#### Financial Management:

- Ensure compliance with all national, state and local laws and regulations regarding labor and/or finance.
- Develop, prepare, analyze, record, and monitor the school's operational and capital budgets.
  - Present the budget to the Board of Trustees.
- Safeguard assets to ensure financial stability for the future.
  - Create and enforce protocols to protect these assets.
  - Research investments to enhance asset growth.
- Provide timely and accurate budget reports to divisional leaders and department heads.
- Complete and file all required tax documents and reports.
- Attend and support the DCS Finance Committee meetings.
- Coordinate and direct annual financial reviews and audits; collaborate with external auditors and the Finance Committee to implement necessary changes.
- Reconcile accounts and prepare monthly financial reports.
- Manage organizational cash flow and skillfully predict future financial performance.
- Create, improve, and implement essential business policies and accounting practices.
- Present and report critical financial matters effectively to the Head of Schools, the Finance Committee, and Administrators.
- Manage the acquisition of grants.
- Collaborate with outside investment groups and assist the Head of Schools and Finance Committee in investment strategies.

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- Assist in the development of additional avenues of passive income (e.g., endowment fund income).
- Assist the Head of Schools with fundraising activities and corporate donations, including maintaining the corporate business directory.

#### **Accounts Payable/Receivable:**

- Oversee all accounts receivable and payable operations.
- Work with a third party to ensure the preparation and distribution of late payment letters.
- Facilitate a collections process for past due accounts.

#### **Payroll:**

- Collaborate with the Head of Schools and Administrators to finalize contracts.
- Oversee the bookkeeper's responsibilities in payroll implementation.

#### **Employee Benefits:**

- Negotiate benefits with contractors.
- Coordinate employee enrollment in insurance programs.
- Make necessary changes to insurance and retirement information.

#### **Bookkeeper Supervision:**

- Supervise and assign duties to the Bookkeeper/Scholarship Coordinator and other business office personnel as applicable.

#### **Performance Standards/Skills:**

- Detail-oriented
- Strategic and creative thinker
- Ability to maintain focus for extended periods
- Expertise in bookkeeping
- Strong arbitration skills
- Grace under pressure
- High level of integrity and discretion
- Proficient in:
  - QuickBooks
  - Excel
  - FACTS
  - Accounting
- Excellent communication skills, with regular verbal and written updates to peers.

#### **Job Factors:**

- **Minimum Education Level Required:** Bachelor's degree in Accounting or Finance.
- **Experience Level Required:**
  - Minimum of 5 years of financial management experience; senior-level management experience preferred.
  - Proficient in bookkeeping, QuickBooks, and Excel.
  - Experience with non-profit financial management.
  - Experience working with committees and Boards.
- **Reports to:** Head of Schools

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- **Supervision Exercised:** Finance Staff
- **External Contacts:** Parents, Educational Financial Institutions, HR Representatives, Insurance Contractors.