

PANTEGO CHRISTIAN ACADEMY

PANTEGO, TEXAS

CHIEF FINANCIAL OFFICER LEADERSHIP SEARCH



Start Date: January 2027

CHRIST-CENTERED EDUCATION

**Equipping servant leaders
to honor Christ and
impact the world.**

A school leadership brief for the Academy's senior
financial steward and business operations leader.

MISSION • FINANCIAL STEWARDSHIP • OPERATIONAL LEADERSHIP

2201 W. Park Row | Pantego, TX 76013 | (817) 460-3315

Prepared from PCA's CFO job description and published school information



Pantego Christian Academy

A Christ-centered, college-preparatory school equipping students to honor Christ and impact the world.

School overview

Pantego Christian Academy (PCA) began in 1963 when Pantego Bible Church opened a Christian kindergarten on a seven-acre site between Arlington and Pantego. In 1997, PCA became an independent school and purchased the church facilities for its use. The campus has since expanded to more than 14.5 acres. Today, PCA presents itself as a Christ-centered, college-preparatory school serving students from early childhood through high school.

PCA describes Christian education as more than classroom instruction: biblical teaching, mentoring, spiritual growth, and service are intended to shape students' character and help them put their faith into action. The school highlights mission trips, community service, family partnership, and opportunities to grow through academics, arts, athletics, and student life.

PCA at a glance

1963

Year founded

60+

Years of Christian education

18 months - Grade 12

Student age and grade range

14.5+ acres

Campus size

100%

College acceptance rate*

AP + Dual Credit

College-level course options

*College acceptance rate as reported on PCA's website.

Sources: pantego.com/about-us/a-look-at-pca; pantego.com/academics; pantego.com

Why this matters to the CFO

The CFO helps steward the financial and operational resources that support PCA's mission from facilities and technology to staffing, student programs, and the school's long-term capacity to serve families. Strong financial planning, transparent reporting, sound controls, and reliable campus operations are practical foundations for the school's educational and spiritual commitments.

Mission, Vision & School Culture

The financial leader is part of the school's mission—not separate from it.

OUR MISSION

“Equipping servant leaders to honor Christ and impact the world.”

OUR VISION

“To produce students who are impassioned and prepared to fulfill God’s call in all aspects of their lives.”

Core values

PREPARING STUDENTS

Support learning, readiness for higher education, thoughtful engagement with the Gospel, healthy relationships, God-given talents, and service.

CHRIST-HONORING CULTURE

Help sustain biblical principles in the educational experience, integrity and accountability in relationships, safety, and partnership with families, churches, and community.

ACHIEVING EXCELLENCE TO GLORIFY GOD

Support excellence across academics, arts, athletics, leadership development, exploration of ideas in light of Scripture, and inspiring instruction.

A Christian educational approach

PCA describes Christian education through internalization, integration, and inculcation: people who live their faith; biblical principles integrated across subject areas and activities; and intentional discipleship through Scripture, chapel, service, missions, and relationships. The school also emphasizes partnership with families and churches.



The CFO Opportunity

A senior financial steward with responsibility for the business operations that keep the Academy running.

Position at a glance

Reports to	Head of School
Schedule / status	12-month schedule; exempt
Direct reports	Accounting Assistant; Technology Director; Registrar; Facilities Director; HR; Business Office Administrative Assistant
Core remit	Financial planning and reporting, internal controls, compliance, audit, business office, facilities, technology, enrollment records, HR, and transportation

The role's purpose

The job description defines the CFO as the Academy's senior financial steward. The role safeguards PCA's assets, maintains sound financial controls, and leads budgeting, reporting, and planning so the Head of School and Board can make confident, mission-driven decisions. The CFO also oversees essential business operations across campus.

Primary leadership relationships

- Partners with the Head of School on the annual operating budget, cash-flow management, and financial planning.
- Provides monthly financial reporting and key performance indicators, presenting results and trends to the Board in clear, plain language.
- Works across administrator meetings, Academy-wide committees, and the school improvement plan.
- Leads and develops direct reports while coordinating the work of the Business Office, accounting, facilities, and other assigned operational functions.

Responsibilities

The CFO's responsibilities encompass financial leadership, stewardship, compliance, and daily operations.

1. Financial leadership & planning

- Develop, monitor, and manage the annual operating budget in partnership with the Head of School.
- Oversee cash flow and maintain adequate liquidity throughout the fiscal year.
- Recommend investment strategies that balance return against cash needs and liquidity risk.
- Prepare financial reports and key performance indicators; explain results and trends for the Board, administration, and staff.

2. Controls, compliance & audit

- Develop and maintain procedures that safeguard Academy assets and strengthen financial controls.
- Ensure financial operations comply with federal and state law and PCA policy.
- Coordinate the annual audit as primary contact for external auditors.
- Review and sign disbursement checks; maintain property and liability insurance records; keep the Policies & Procedures manual current.

3. Business operations

- Organize, direct, and supervise the Business Office, accounting, enrollment, and facilities functions.
- Lead, coach, and develop all direct reports; support onboarding and training of new personnel.
- Oversee operational coordination across technology, enrollment records, facilities, and human resources as listed in the position responsibilities.

4. Leadership & collaboration

- Participate in Academy-wide committees and administrator meetings.
- Contribute actively to the development and updating of the school improvement plan.
- Pursue continuing education in nonprofit finance, law, and best practices.
- Oversee school safety and security.

How success shows up

Reliable information, disciplined controls, predictable cash management, audit readiness, clear communication, well-supported department leaders, and operational systems that serve students and staff.

Opportunities & Priorities

A practical view of the leadership work suggested by the role description and PCA's published mission.

Opportunities for impact

- Connect financial planning to mission priorities so resources support student learning, spiritual formation, and a safe, effective campus.
- Build shared understanding of financial performance by making monthly reporting and key performance indicators clear and decision-oriented.
- Strengthen repeatable processes, documentation, and internal controls to protect assets and support accountability.
- Develop a cohesive group of operational leaders across accounting, technology, registration, facilities, HR, and business administration.
- Bring a forward-looking view to cash flow, liquidity, investments, insurance, risk, and facilities-related decisions.
- Contribute to institution-wide planning through committee participation and the school improvement plan.

Opportunities to navigate

- Balance near-term liquidity and operational needs with longer-term planning and investment considerations.
- Translate technical finance, compliance, and audit matters into clear, timely information for leaders with different areas of expertise.
- Maintain strong controls while keeping daily operations responsive to the needs of a working school campus.
- Coordinate multiple functional areas whose work is interdependent, including technology, facilities, records, HR, and transportation.
- Ensure that policies and procedures remain current and consistently followed as staff, systems, and operational needs evolve.
- Lead in a way that reflects PCA's Christian commitments, ethical expectations, and emphasis on relationships and service.

A useful first-year lens

Listen, learn the financial and operational calendar, build relationships with department leaders, assess reporting and controls, clarify decision rights, and identify a short list of improvements that are measurable and mission-aligned.

Qualifications & Personal Attributes

The position requires technical competence, team leadership, clear communication, and Christian witness.

Required qualifications

- **Education:** Bachelor's degree in accounting, finance, or a related field; MBA or CPA required.
- **Experience:** Proven experience as a CFO or senior finance leader, preferably in a nonprofit or private-school setting, with familiarity with nonprofit structure and governance.
- **Systems:** Hands-on experience with accounting and financial management software, including Google Workspace and Shelby; advanced Microsoft Excel proficiency.
- **Technical knowledge:** Accounting principles, nonprofit financial law, risk management, data analysis, and forecasting.
- **Leadership:** Ability to organize, delegate, supervise, communicate, solve problems practically, and translate complex financial information into simple, clear language.
- **Mission alignment:** Genuine commitment to PCA's mission and strong organizational, communication, and interpersonal skills.

Spiritual leadership expectations

The job description states that the CFO is expected to believe in, actively support, and adhere to PCA's Statement of Faith and Lifestyle Statement. The CFO demonstrates a desire for spiritual growth through prayer, Bible study, and outreach; shows evidence of the fruit of the Spirit in dealings with others; actively participates in a local Bible-believing church; and feels called to Christian school administration.

- Serve as a Christian witness and role model within the school community.
- Help foster a Christ-centered, nurturing, loving, and wholesome campus work environment.
- Apply biblical principles and high standards of ethics, honesty, and integrity in personal and professional matters.

Learn More About PCA

Use the Academy's published resources to explore its programs, mission, and community.

PCA resources

A Look at PCA

School history, mission, vision, core values, philosophy, and Christian education approach.

<https://www.pantego.com/about-us/a-look-at-pca>

Academics

Academic programs and learning pathways.

<https://www.pantego.com/academics>

Spiritual Life

Bible classes, chapel, discipleship, service, and missions.

<https://www.pantego.com/panther-life/spiritual-life>

Athletics

Athletic programs, team culture, and student-athlete development.

<https://www.pantego.com/panther-life/athletics>

Leadership

Board of Trustees and school governance information.

<https://www.pantego.com/about-us/leadership>

Careers at PCA

Employment information and current opportunities.

<https://www.pantego.com/about-us/employment-opportunities>

PCA Homepage

School news, events, quick facts, and contact information.

<https://www.pantego.com/>

Contact

Pantego Christian Academy

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To Apply

Complete the PCA non-instructional staff application online.

[Open Employment Application](#)