

Director of Finance and Operations

Hired by: Head of School

Evaluated: Annually

FLSA: Exempt

Reports to: Head of School

Schedule: 12 Month

Supervises: Director of Facilities, Director of Food Services, Staff Accountants, and IT operations staff members

The director of finance and operations will work directly under the head of school and in partnership with the assistant head of school, principals, and directors to oversee the financial affairs of the school. The director liaises with the Board of Directors in conjunction with the head of school to prepare an annual budget, complete an annual financial audit, and monitor key performance indicators.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

- Provide general oversight of all school financial operations
- Maintain accurate and timely financial records for the school, including, but not limited to:
 - Monthly financial statements
 - Monthly dashboard with key performance indicators
 - Annual budget with appropriate input from stakeholders
 - Annual financial audit in consultation with an outside CPA firm
- Provide accurate and timely financial information with the head of school and other administrators
- Share accurate and relevant information and recommendations with the head of school and the Board of Directors for decision-making purposes
- Oversee and provide direction for the Finance Department team
- Supervise the following functional areas with the leadership in those areas:
 - Facilities
 - Food Services
 - IT Operations
- Identify and implement tools and processes to enable the school to operate efficiently and effectively
- Assist with helping the school to achieve its strategic objectives

- Stay informed of external developments that may impact WCS financial operations (e.g., legal and legislative matters, broad culture)
- Liaise with the advancement and development operations of the school to ensure sound fundraising and investment practices
- Oversee the student financial assistance programs of the school
- Monitor and mitigate risk for the school and maintain adequate levels of insurance
- Partner with Human Resources on employee-related matters (e.g., payroll, benefits)
- Ensure compliance with all federal, state, and local laws and regulations, especially for reporting and payroll purposes
- Maintain a relationship with Grace Polaris Church regarding financial and facilities operations
- Serve on the Executive Council
- Perform other responsibilities assigned by the head of school or his or her designee

Professional Requirements

- BA in Business Administration or Accounting, master's preferred in a related area
- CPA preferred
- 3 years (minimum) experience in a similar position (or equivalent)
- Experience working with nonprofit organizations or in a school setting is desired
- Prior experience and general knowledge of human resource (HR) practices and law
- Experience or training in the oversight of payroll processes
- Experience in working with investments, endowments, capital assets, buildings, property, etc.
- Ability to be bonded and remain so during the duration of employment
- Experience working with state auxiliary funding and federal funding programs desired but not required
- Secure and/or maintain valid ACSI administrative certification
- Exude professionalism
- Emotional intelligence: Ability to approach leadership with self-awareness, humility, and empathy and understand how his or her leadership affects others and the school climate
- Self-starter: Ability to take initiative, work independently, and hold oneself accountable
- Organized and deadline-oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegate when necessary
- Resourceful: Aptitude for thinking "outside the box" and finding creative and effective means for meeting goals
- Creative: Ability to develop original ideas
- Conflict management and resolution: Ability to handle difficult situations with members from all school constituent groups
- Problem solver: Capable of finding solutions to challenges and obstacles
- Flexible: Willingness to adjust schedules and priorities as needed
- Team player: Ability to work effectively with others
- Lifelong learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Coachable: Willingness to take direction, receive suggestions, and be challenged
- Trustworthy: Commitment to abide by a strict code of confidentiality
- Technology: Possess strong computer skills, especially with spreadsheets, accounting, payroll, and student-information systems software
- Ability to effectively communicate with a wide constituency

- Professionally contribute to the school community
- Develop and execute a plan for professional growth

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	
Strong Communication (Oral/Written)		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature