

Job description

Position Purpose: To advance the mission of Oakland Christian School by overseeing all finance related activities inclusive of daily/monthly accounting functions, receivables, and payables processing, purchasing, work with the advancement department, select operations oversight, and budgeting activities.

The Director of Finance plays a key role in the stewardship of resources provided to OCS, reports directly to the Superintendent and is a presenting member of the Finance Committee of the OCS Board of Trustees.

Director of Finance Functions and Responsibilities:

- Prepare monthly financial statements and year-end reports.
- Provide financial analysis data to the school Administration and Board.
- Develop information and recommend policies and procedures for immediate and long-term financial management.
- Provide the leadership and supervision of the Business Office and its emphasis on cost-effectiveness and the efficiency of the operations throughout the school.
- Maintain a proper system of accounting, purchasing, payables, inventory control, financial and budgetary forecast control, and student billing. Work with HR regarding setting of annual salaries.
- Implement the school's annual budget system for maintenance of budgetary and expenditure control.
- Provide guidance and coordination of the financial planning and budgeting process of the various divisions/ departments, as necessary for conformance with financial policies and procedures.
- Review and process tuition assistance applications in collaboration with the superintendent to determine award allocations. Communicate award decisions to families in a timely and professional manner.
- Prepare documentation, solicitation, and recommendation for awarding of bids and will maintain files for all school contracts and leases.
- Supervise and maintain the school's restricted cash fund and other accounts as developed.
- Review, with authority for disapproval, all expenditures, and personnel requisitions for compliance with overall needs and with school budget constraints.

- Attend monthly Board Finance Committee meetings and serve on appropriate committees.
- Monitor grant expenditures, billings and reports as applicable.
- Assist with Capital and Annual Fund
- Provide leadership and oversight to Finance Department staff with specific emphasis on training and evaluation of job performance and staff functional responsibilities

Related Experience and Qualifications:

- At least five (5) years of financial/fiscal management experience preferably for mid-size businesses/organizations
- Minimum bachelor's degree in accounting.
- Must have experience using Quick books software.
- Experience with FACTS, or similar platform for the submission and management of student grants and/or financial assistance
- Experience working in a school or non-profit environment as a member of the finance staff or in a leadership position
- Working knowledge or interaction with HR/payroll functions
- Experience with the analysis and presentation of basic financial data in a format reviewed by senior management or a Board of Directors

Required Personal and Spiritual Qualities:

- Has received Jesus Christ as personal Savior
- Believes that the Bible is God's Word and standard for faith and daily living
- Is in whole-hearted agreement with Oakland Christian School's statement of Faith documents
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, and professionalism
- Meets everyday stress with emotional stability, objectivity, and optimism
- Is a Christian role model in attitude, speech, and actions toward others
- Is a member in good standing at a local, evangelical church