

# Opportunity Profile



## EASTERN CHRISTIAN SCHOOL

*Engaging. Nurturing. Transforming.*

**OPPORTUNITY PROFILE**  
*for the position of*  
**CHIEF FINANCIAL OFFICER**

*Please fill out the attached application form or online at*  
**[www.easternchristian.org](http://www.easternchristian.org)**

# OUR SCHOOL



## Engaging. Nurturing. Transforming.

EASTERN CHRISTIAN SCHOOL

For 123 years, Eastern Christian School has endeavored to transform the world in the service of God's kingdom! True to the school's motto of "Engaging...Nurturing...Transforming," generations of Eastern Christian graduates have led distinguished lives of service in virtually every field of human endeavor – world changing lives in the service of the King!

Eastern Christian School was named a New Jersey School of Character in 2014 and one of only three National Districts of Character in 2015. Eastern Christian High School has been ranked as one of the 50 Best Christian High Schools in America. In addition, Eastern Christian School has been recognized as a NJ Small Business Success Award winner for its innovative business and institutional sustainability practices.

Eastern Christian School places great importance on nurturing the spirit of its students by way of daily devotions for students and faculty, weekly chapel services, numerous small group studies, and dozens of overseas and local mission trips and Christian service opportunities each year.

Eastern Christian School has a comprehensive and well-established athletic program with a history of excellence, including numerous state championships in multiple sports, dating back nearly a century.

Ranked one of **50** Best Christian High Schools in America 

 **123** years ENGAGING. NURTURING. TRANSFORMING.

more than **95%** of graduates typically pursue further study at a collegiate level 

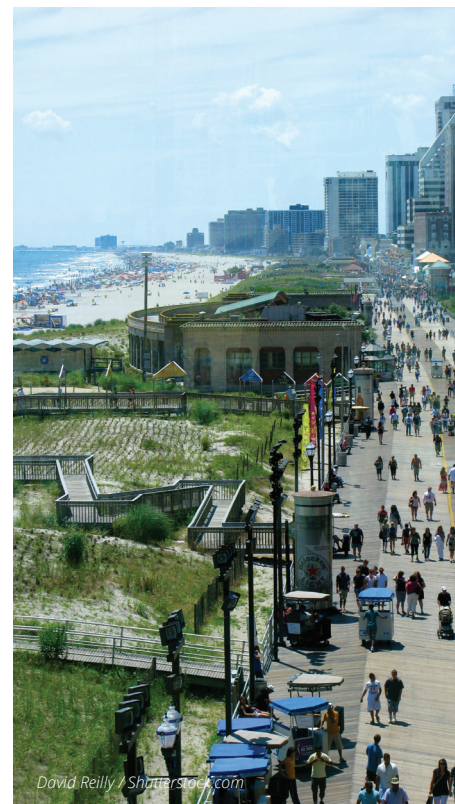
National District of **CHARACTER**  New Jersey Small Business Success Award Winner

# OUR COMMUNITY



Eastern Christian School operates on three suburban campuses in beautiful Bergen and Passaic Counties, New Jersey, less than 25 miles west of New York City. The school's community combines the benefits of well established small towns with thousands of acres of open space and the excitement of living on the threshold of the world's most vibrant and exciting city with its plethora of cultural, artistic, and athletic attractions. Recreational opportunities abound year round, with proximity to New Jersey's over one hundred miles of white sand, Atlantic beaches in the summer and ski resorts within easy reach to the north and west in winter. Eastern Christian's location is ideal for travel throughout the northeast United States and around the world with easy access to Newark, LaGuardia and Kennedy airports, local and long-distance train service, and the interstate highway system.

The Eastern Christian School community represents a wonderfully diverse tapestry of racial, ethnic and worship traditions, befitting a Christian learning community located in one of the most diverse metropolitan areas in the world! Founded in the Reformed theological tradition, the school community now includes approximately 150 different congregations from more than a dozen theological traditions. The school community includes families from many ethnic backgrounds and more than one-third of the student body is made up of students of color.



David Reilly / Shutterstock.com

 **150** churches

less than **25** miles west of New York City

 **1 in 3** students are of color



# EASTERN CHRISTIAN SCHOOL

*Engaging ♥ Nurturing ♥ Transforming*

*Eastern Christian School Mission: By providing an excellent academic curriculum, offering a variety of extra-curricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.*

## Position Description

### Position Title

Chief Financial Officer (CFO)

### Department

Administrative Council

### Contract

Salaried Position – Exempt

### Reports to

Executive Director and Head of School

### Employment Agreement

The Chief Financial Officer shall be employed on a twelve month basis with an allowance for vacation per Policy 5.05. Scheduling of vacations shall be coordinated with the Executive Director & Head of School to ensure that appropriate administrative coverage is maintained at all times throughout the year. It is understood and agreed that the CFO shall be employed on an at-will basis.

### Overall Responsibility

The CFO is responsible for overseeing all aspects of the financial resources of the school in accordance with the Constitution, By-laws, and policies of the Eastern Christian School Association (ECSA).

### Key Tasks & Responsibilities

Implement Board of Directors and Executive Director directed policies, procedures and actions, including development and maintenance of financial controls, budget monitoring and compliance.

Maintain accurate financial records for ECSA, including but not limited to:

- Providing monthly, quarterly and annual reports of financial condition to the Executive Director and Board of Directors.
- Posting all General Ledger entries generated by the business office staff and the Foundation Office.
- Reconciling all ECSA bank statements to the General Ledger each month.
- Reviewing the General Ledger Trial Balance at the end of each month, and generating financial statements for the schools, departments, and Board of Directors.

Advise the Executive Director and Board of Directors regarding issues affecting the financial well being of ECSA.

Maintain regular communication with the Finance Committee and the Board of Directors regarding financial issues, including attendance of all Finance Committee and Board of Directors meetings.

Facilitate annual audit of the school's financial statements by an outside auditing firm.

Prepare annual ECSA budget for presentation to the Association membership, in coordination with administrators and department heads.

Maintain relationship with the school's financial institution(s), with regard to loans as well as deposit accounts.

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# Position Description

## Key Tasks & Responsibilities (cont.)

Facilitate Variable Tuition award process, which includes compiling all family tuition and financial data for presentation to the Variable Tuition Committee.

Supervise the Business Office staff whose duties include:

- Payroll Processing
- Accounts Receivable/Payable
- Student Billing
- Collections

Maintain accurate pension withholding and reporting in conjunction with Christian Schools International.

Perform other duties consistent with the position of CFO which may be required from time-to-time.

## Skills and Attributes

The ability to envision, lead, and implement change in key business practices.

The ability to supervise Business Office staff.

Excellent communication skills with people from many different backgrounds. Have the ability to interact with parents and staff, occasionally requiring difficult and sensitive conversations.

The ability to treat all people with dignity and respect.

Discretion and ability to maintain confidentiality of all information.

Good organizational skills.

## Qualifications Experience Requirements

### Professionally

- Have a thorough knowledge and understanding of accounting theory and best practices.
- Strong computer skills overall. Technology skills – PC and Mac proficient. Proficient in Microsoft Office, Google, and Blackbaud.
- Working knowledge of Quickbooks.
- Possess a minimum of a bachelor's degree in accounting or related business discipline.
- CPA license and prior experience in school administration are preferred, but not required.

### Spiritually

- Acceptance of ECSA's Statement of Faith
- A strong, clear, Christian testimony
- A mature, godly spirit

### Personally

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others
- The ability to listen and respond to counsel



**EASTERN CHRISTIAN  
SCHOOL**

### ELEMENTARY SCHOOL

25 Baldin Drive,  
Midland Park, NJ 07432

Ph: 201.445.6150

### MIDDLE SCHOOL

518 Sicomac Avenue  
Wyckoff, NJ 07481

Ph: 201.891.3663

### HIGH SCHOOL

50 Oakwood Avenue  
North Haledon, NJ 07508

Ph: 973.427.0900

[www.easternchristian.org](http://www.easternchristian.org)



# EASTERN CHRISTIAN SCHOOL

50 Oakwood Avenue, North Haledon, NJ 07508-2449  
P 973.427.6244 F 973.427.9775  
E [association@easternchristian.org](mailto:association@easternchristian.org)

## ADMINISTRATOR APPLICATION *Chief Financial Officer*

### BIOGRAPHICAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
area code

Address \_\_\_\_\_  
street city state zip

### RECORD OF HIGHER EDUCATION

(most recent first; refer to resumé if attached)

INSTITUTION	MAJOR/MINOR	DEGREE	DATE	GPA

Please list courses beyond highest degree on attached sheet.

Distinctions (i.e., awards, scholarships, honors): \_\_\_\_\_

College activities (i.e., offices, music, art, drama, journalism, sports): \_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

(List most recent first, and include practice teaching.)

EMPLOYER	POSITION	DATES

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER	POSITION	DATES

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER	POSITION	DATES

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYER	POSITION	DATES

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Memberships in professional organizations and offices held (refer to resumé if attached): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Articles published or activities in professional organizations (refer to resumé if attached): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## QUALIFICATIONS

Certification(s) and professional license(s):

TYPE	STATE	DATE EXPIRES

List the professional journals which you read regularly: \_\_\_\_\_

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List other books you have read in the past year: \_\_\_\_\_

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List your hobbies and other interests which you enjoy: \_\_\_\_\_

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## SPIRITUAL LIFE

Church membership: \_\_\_\_\_

Church offices or duties held:

OFFICE	DATES	OFFICE	DATES

Do you subscribe to the Eastern Christian Schools "Statement of Faith"?      YES       NO

"I hereby solemnly declare that I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and that I sincerely receive and adopt the Belgic Confession, the Heidelberg Catechism and the Canons of Dort as setting forth the system of truth taught in the Holy Scriptures."

\_\_\_\_\_  
Signature

Attach a statement of any significant exceptions or reservations.

## PHILOSOPHY OF CHRISTIAN EDUCATION

(Write your responses to these questions on a separate sheet and attach to the application.)

1. Eastern Christian is founded on the Reformed Perspective that faith and life are integrated. What are the implications of this statement for Reformed Christian schools?
2. A Biblical perspective on leadership, as demonstrated in the life of Jesus Christ, requires the leader to be a servant. How does that model apply to school administrators?
3. Describe the most significant gift or quality which you would bring to Eastern Christian as an administrator.
4. What are the qualities and characteristics of an excellent financial officer/business administrator in a Christian school setting?



## REFERENCES

List below at least three people who will testify to your character:

NAME	POSITION	ADDRESS	PHONE NUMBER

## APPLICATION CHECKLIST

A complete application will include the following:

- "Application for Administrator" form.
- A letter of recommendation from your pastor.
- Transcripts (or copies thereof) of all college and university course work.

Please feel free to append any pertinent information or material that you want to bring to the attention of the committee, such as a resumé, personal biography, statement of faith or philosophy, pictures, etc.

EASTERN CHRISTIAN SCHOOL ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, OR NATIONAL ORIGIN.



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