



EASTERN CHRISTIAN  
SCHOOL

### Position Description

*ECSA Mission: By providing an excellent academic curriculum, offering a variety of extracurricular 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 Title	Chief Financial Officer (CFO)
Department	Administrative Council
Reports to:	Executive Director and Head of School
Contract	Full Time - 12 months/exempt
Overall Responsibility	The Chief Financial Officer 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).
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.
Key Tasks & Responsibilities	<p>Implement Board and Executive Director directed policies, procedures and actions, including development and maintenance of financial controls, budget monitoring and compliance.</p> <p>Maintain accurate financial records for the Association, including, but not limited to:</p> <ul style="list-style-type: none"><li>● Providing monthly, quarterly and annual reports of financial condition to the Executive Director and Board of Directors.</li><li>● Posting all General Ledger entries generated by the business office staff and the Foundation Office</li><li>● Reconciling all Association bank statements to the General Ledger each month</li><li>● Maintaining appropriate documentation for all bank accounts not used by the business office, e.g. school office accounts, TRIP, and PTOs.</li><li>● Reviewing the General Ledger Trial Balance at the end of each month, and generating financial statements for the schools, departments, and Board</li></ul> <p>Advise the Executive Director and Board regarding issues affecting the financial well being of the Association.</p> <p>Maintain regular communication with the Finance Committee and the Board of Directors regarding financial issues, including attendance of all Finance Committee and Board meetings</p> <p>Facilitate annual audit of the school's financial statements by an outside auditing firm.</p> <p>Prepare annual Association budget for presentation to the Association, in coordination with administrators and department heads</p> <p>Maintain relationship with the school's financial institution(s), with regard to loans as well as deposit accounts</p> <p>Maintain communication with the school's Endowment Committee and financial advisers with regard to the Endowment and Endowment Trust funds. Pay out scholarships and awards made by the appointed officers</p>

	<p>Facilitate Variable Tuition award process, which includes compiling all family tuition and financial data for presentation to the Variable Tuition Committee</p> <p>Supervise the Business Office staff whose duties include:</p> <ul style="list-style-type: none"> <li>● Payroll Processing</li> <li>● Accounts Receivable / Payable</li> <li>● Student Billing</li> <li>● Collections</li> </ul> <p>Maintain accurate pension withholding and reporting in conjunction with Christian Schools International.</p> <p>Perform other duties consistent with the position of Chief Financial Officer which may be required from time-to-time</p>
<p>Skills and Attributes</p>	<p>The Chief Financial Officer shall:</p> <ul style="list-style-type: none"> <li>● The ability to envision, lead, and implement change in key business practices</li> <li>● The ability to supervise Business Office staff</li> <li>● Excellent communication skills with people from many different backgrounds. Have the ability to interact with parents and staff, occasionally requiring difficult and sensitive conversations.</li> <li>● The ability to treat all people with dignity and respect</li> <li>● Discretion and ability to maintain confidentiality of all information</li> <li>● Good organizational skills</li> </ul>
<p>Qualifications Experience Requirements</p>	<p><b><u>Professionally</u></b></p> <ul style="list-style-type: none"> <li>● Have a thorough knowledge and understanding of accounting theory and best practices.</li> <li>● Strong computer skills overall. Technology skills – PC and Mac proficient. Proficient in Microsoft Office, Google and Blackbaud</li> <li>● Working knowledge of Quickbooks.</li> <li>● Possess a minimum of a bachelor’s degree in accounting or related business discipline.</li> <li>● CPA license and prior experience in school administration are preferred, but not required.</li> </ul> <p><b><u>Spiritually</u></b></p> <ul style="list-style-type: none"> <li>● Acceptance of ECSA’s Statement of Faith</li> <li>● A strong, clear, Christian testimony</li> <li>● A mature, godly spirit</li> </ul> <p><b><u>Personally</u></b></p> <ul style="list-style-type: none"> <li>● A lifestyle of Biblical integrity</li> <li>● A spirit of dedication, commitment, flexibility and responsiveness to the needs of others.</li> <li>● The ability to listen and respond to counsel.</li> <li>● The Chief Financial Officer shall have a strong philosophical commitment to Christian Education and the mission of Eastern Christian School</li> </ul>
<p>Essential Functions</p>	<ul style="list-style-type: none"> <li>● 50% or more of the daily time worked involves computer and other office productivity machinery, such as a calculator, copy machine, and printer.</li> <li>● The person in this position must have visual acuity to perform extensive data input, analyze data and figures.</li> <li>● 50% or more of the position is stationary.</li> <li>● The person in this position periodically communicates with parents who have inquiries about their after school care or tuition. Must be able to exchange accurate information in these situations</li> <li>● The person in this position must occasionally access office equipment, files and personnel on the first floor of the office building and transport items between 10-15 pounds.</li> </ul>

*Nothing in this job description restricts administration’s right to assign or reassign duties and responsibilities to this position at any time.*