



CALVIN CHRISTIAN SCHOOL



Job Opening – Finance Director

Calvin Christian School seeks a visionary and experienced administrator to lead the financial operations of the school in a part-time position (approx. 40 percent). The Finance Director manages the school's financial affairs, supervises and participates in the accounting and financial reporting functions of the school, and oversees human resources and the transportation programs.

As the chief financial officer for Calvin Christian School, the Finance Director frequently interacts with a variety of functional teams within the school, including enrollment, fundraising/development, financial aid, and facilities. The Director works closely with the President to ensure a sustainable financial foundation for the operation of the school.

Position Description

Essential Responsibilities

- Supports and promotes the mission, vision and values of Calvin Christian School.
- Collaborates closely with the President to integrate financial information into all aspects of the operations of the school. Projects the impact of financial data on annual and long-term strategies.
- Creates and maintains financial and operation policies.

Finance

- Prepares and manages Calvin Christian School's annual budget.
- Supervises the monthly financial activities, including cash receipts and disbursements, reconciliation of accounts and preparation of financial statements.
- Acts as the primary contact with the school board's finance committee, providing financial reports, plans, and financial analysis.
- Acts as the primary contact with the endowment committee, providing investment reports, analysis and distributions requests from the administration.
- Acts as the primary contact with the outside auditor and supervises the annual audit process and preparation of the US Form 990.
- Reports financial matters and positions to the President on a regular basis.
- Responsible for the timely filing of quarterly and annual reports to outside parties of interest and appropriate government entities.

Human Resources

- Oversees the following human resources functions:
 - Payroll processing and management,
 - Employee document management,
 - Employee benefit program management.
- Acts as the primary contact related to all providers of employee benefit programs and related brokers (health, dental, life and disability insurance, pension and 403(b) programs, Flexible Benefits program).

Risk Management

- Oversees the school's risk management programs, including insurance coverages.
- Acts as the primary contact with insurance companies and brokers.

Transportation

- Oversees the maintenance, repairs, and purchases of the transportation vehicles.
- Oversees the use of the vehicles.

Responsible for:

- Recruits, hires and evaluates the performance of the accounting and human resources staff members and bus drivers.

Accountable to:

- The President

Teams

- Serves on the Administrative Leadership Team.

Additional Responsibilities

- Honors the commitments that are expressed in Calvin Christian School Employee Handbook.
- Takes responsibility for other tasks assigned by President.
- Participates in an annual evaluation of job performance.

Position Qualifications

- Solid Christian faith that is expressed and integrated in personal life and work
- A reputation for high moral character and integrity
- Deep experience in accounting, finance and the operational aspects of leadership
- Familiarity with the challenges and opportunities facing Christian education
- A relational management approach that generates trust and invites additional responsibility over time
- A love for children and those who are committed to serving them
- An undergraduate degree in a related business field of study; a degree in accounting is an advantage.

Application Requirements

If after reading this profile you have interest in the position, we invite you to submit your résumé for consideration.

We would like to get to know you better. Please provide us with written responses to the following questions:

1. Describe your faith in Jesus Christ. Tell us how you came to personal faith, something about your journey and how you currently practice your faith (church involvement, prayer life, Bible study and/or service).
2. What is it about this opportunity at Calvin Christian School that attracts you?
3. What experiences, education or knowledge have prepared you to lead in a position like this? Please provide two specific examples of situations that might demonstrate your leadership and strategic ability applied to our unique mission and school.
4. Describe several of your core strengths and how they might impact the future of Calvin Christian School, its mission and ministry.

Please submit your responses, your résumé, and references as follows: a supervisor, a peer, and two subordinates. These will be held confidential until later in the process and you will be asked before we contact these references.

Please provide the information in Word or PDF format to:

Dr. Bethany Schuttinga
Calvin Christian School
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