



## **DIRECTOR OF FINANCE**

Florida Christian School (FCS) is seeking to fill the position of Director of Finance. The position is a full-time job reporting directly to the Head of School on a day-to-day basis while also working closely with FCS' Board of Directors.

The Director of Finance will oversee the school's finance activities including accounting & control, cash management, budgeting, financial reporting, compliance, taxation and risk management.

### **KEY RESPONSIBILITIES**

- Manage all aspects of accounting, including but not limited to, financial statements, general ledger, billing, accounts receivable, accounts payable, payroll, cash management, budgeting, tax compliance and fixed assets.
- Protect the school's assets by establishing, monitoring and enforcing internal controls and overseeing FCS' risk management program.
- Provide strong, visible and inspired leadership to the existing accounting staff.
- Maintain documented system of accounting policies and procedures.
- Comply with all local, state and federal laws regarding FCS' finances, tax filings and reporting.
- Prepare monthly financial statements on a GAAP basis for review with the Head of School and to present at Board of Directors' meetings.
- Work with outside accounting firm as it relates to completing annual financial statement reviews /audits and filing of Form 990.
- Work with outside vendors as it relates to filing Form 5500s for FCS' 403(b) retirement plan and Section 125 health insurance plan.
- Process payroll bi-weekly and issue W-2s to employees annually.
- File Form 941 Employer's Quarterly Federal Tax Return and Form RT-6 Employer's Quarterly Report in an accurate and timely fashion.
- Issue Form 1099s to vendors annually.
- Serve as an advisor to the Head of School on financial, human resources and management information systems related matters.
- Serve as a key liaison for FCS with parents, vendors, external auditors and banks on financial matters affecting the school.

## **EDUCATION AND QUALIFICATIONS**

- Minimum Bachelor's degree in accounting or finance, a Master's degree is preferred.
- Minimum 5-10 years' experience working in accounting/finance in a supervisory role.
- Proficient in Microsoft Excel, Microsoft Word and QuickBooks.
- Experience working in the 501(c)(3) non-profit sector, ideally in a private school, would be desirable but not required.
- A Certified Public Accountant (CPA) designation would be desirable but not required.

## **IDEAL PERSONAL PROFILE**

- Must profess faith in Christ as Lord and Savior and fully adopt FCS' mission/vision as a ministry.
- A strong leader of people that adopts a servant leadership approach in dealing with the Head of School, Board of Directors, FCS Administrators and FCS employees, including direct reports.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- A detail-oriented team player with a strong emotional quotient that works well with others in developing and implementing pragmatic solutions to challenges.
- A first-rate intellect with strong analytical skills who is willing to engage in high-level thinking as well as do "real work" that others might consider beneath their position.
- Reliable individual who consistently follows through on commitments.

## **BENEFITS**

- Salary offered will be commensurate with experience.
- Free tuition for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Vacation, Holidays and PTO

**Applicants interested in applying for this position should submit their resume via email to [gpol@floridachristian.org](mailto:gpol@floridachristian.org)**