



WESTMINSTER CHRISTIAN ACADEMY

237 Johns Road/Huntsville, AL/35806

JOB TITLE: DIRECTOR OF FINANCE AND OPERATIONS

POSITION OVERVIEW:

Reporting to the Head of School, the Director of Finance and Operations will be a senior thought partner responsible for overseeing the organization's accounting, financial planning, budgeting, HR administration, facilities, and daily business operations. The ideal candidate will bridge the gap between financial performance and strategic goals, ensuring sound integration between revenue and operational resource allocation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Finance:

- Prepares and reviews financial and budget statements, investment and capital project reports. Responsible for reporting the financial condition of the school accurately and timely to the Head of School and the School Board.
- Coordinates planning, execution and financing of major construction projects at direction of the head of school.
- Manages relationships with Bank and Financial Representatives and negotiates new loans or refinancing.

Budget:

- Assembles preliminary annual budget and provides periodic operating expense and income updates to the Head of School and the School Board Treasurer.
- Provides recommendations to the Head of School for annual tuition increases, tuition assistance budget, and salary plans.
- Ensures that all expenditures are consistent with the approved master budget, or that deviation from the budget is reported in a timely manner to the Head of School and the School Board Treasurer.

Accounting:

- Supervises Controller's activities involving payroll, accounts payable, accounts receivable, cash, tuition assistance, general ledger, purchasing, taxes and other accounting systems.
- Coordinates relationships with the school's independent financial auditors and supervises preparation of work papers for annual audit. Responds to auditor's administrative recommendations in the management letter.
- Responsible for oversight of accounts receivable, tuition assistance, and student contracts.
- Responsible for oversight and collection of aged accounts receivable.
- Oversees the needs-based and merit tuition assistance program.

Personnel Management:

- Works in conjunction with the accounts payable clerk to make sure employee records are maintained.
- Generates new employee offers, annual employment agreements, and stipend agreements.
- Maintains relationships with Employee Benefit providers and negotiates annual renewal agreements.
- Communicates benefits to employees and serves as contact for questions regarding employee benefits.

Physical Plant:

- Supervises facilities manager in establishing and maintaining standards of plant housekeeping, maintenance, and repairs commensurate with the limitations of financial resources available with respect to the preservation of property, safety, the quality of students and faculty life, functional use and esthetic values.
- Serves as the school liaison and coordinates planners, architects, engineers, and contractors for campus master planning and major new construction or remodeling projects under the direction of the Head of School.
- Identifies and manages preventative maintenance and capital project initiatives including buildings, mechanical systems, and equipment.
- Ensures compliance with all government regulations including ADA, OSHA, IRS reporting, hazardous materials, fire/health and building inspections, and EPA issues.

Safety and Insurance:

- Coordinates with various government and insurance inspectors to ensure that the school is operating consistent with health and safety codes. Ensures that violations are corrected in reasonable time and that necessary reports are filed in a timely manner.
- Maintains vigilance for situations that could pose a safety or health hazard and recommends appropriate remedial action.
- Ensures that all safety systems are fully functioning and that the security systems are operating at the level specified and within the expectations of the school community.
- Advises the head of school of any situations which might have adverse safety or legal consequences for the school.

Transportation:

- Responsible for the acquisition of vehicles, scheduled and unscheduled maintenance and the disposal of vehicles.
- Provides oversight on financial and operational activities of the WCA Bus service.
- Manages contracts for all externally provided (charter) transportation.
- Supervises Transportation Coordinator and all responsibilities of that position.

Technology:

- Manages the IT/Technology Team
- Maintains relationships with external technology service companies for phone and network infrastructure.
- Supports Technology needs or other departments within Westminster.

Reporting:

- Provides Annual School Report Card for the Head of School and School Board
- Provides periodic financial updates to the Head of School and the School Board Treasurer
- Provides Preliminary and Final budget proposals to the Head of School and the School Board Treasurer
- Provides Cash and Debt reports to Head of School and School Board Treasurer

Skills:

The ideal candidate should have accounting, financial analysis, contract negotiation, verbal and written communication, management of salary/hourly personnel, project planning and management, basic understanding of physical plant operation.

Preferred Qualifications:

The preferred qualifications are a master's degree in business administration, accounting, finance or general management or equivalent experience with minimum of five years. Should also have the ability to relate to and work closely with diverse school constituencies.

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