



Director Of Finance

Turlock Christian School is ACSI & WASC accredited and serves the greater Turlock Community with 600 students in preschool through 12th grade on four campuses, including a state of the art elementary campus. TCS is a growing school and has a proven track record of producing highly qualified graduates, fully prepared for college. TCS is an independent Christian school with a dedicated staff and loving staff who have a heart to serve and make a difference in kids

Turlock is a safe, family-friendly community with 70 thousand population. Turlock has the charm of a rural community with boutique shops downtown, rolling acres of beautiful farms and the convenience of city shopping, restaurants and entertainment within our friendly community. It is within an easy driving distance to the San Francisco Bay Area, Yosemite, several lakes, skiing and more. Turlock is also home to California State University, Stanislaus.

Turlock Christian Schools in Turlock, California is seeking an experienced, dynamic **Director of Finance** who is committed to working with our staff and students. Successful candidates will possess the following:

JOB REQUIREMENTS

Successful candidates will possess the following:

- Personal relationship with Christ;
- Commitment to Turlock Christian Schools' mission, values, goals;
- High level of personal integrity and professionalism;
- Demonstrated classroom management skills and ability to teach students effectively;
- Demonstrated Christ-centered positive rapport with students, parents, leadership and community;

DUTIES AND RESPONSIBILITIES

1. Supervises and manages all other members in the business department in all their duties.
2. Assist the Head of School in the development, implementation and monitoring of the district budget that reflects the goals and objectives of the school, and ensure that all departments operate within their approved budgets under school policy, state and federal law.
3. Oversee payroll and assist administrators in the preparation of confidential data regarding personnel salaries and evaluations.
4. Assist the Head of School in the drafting, reviewing, and updating of district policies, agendas, support data.
5. Close books monthly.
6. Prepare and present monthly Board Reports as directed by the Head of School.
7. Analyze data and trends in order to project and advise the Head of School on future direction, vision and decision making, in the best interest of the school.
8. Assume responsibility for the internal auditing of accounts on a regular basis and arrange for an audit or review by an outside firm at Board direction.
9. Assess and analyze all vendor contracts for the school in order to direct best business decisions and decrease costs whenever possible.
10. Establish and supervise a program of accounting adequate to record in detail all district financial transactions.
11. Monitor and audit the accounting and financial record management and reporting functions to ensure that established operational procedures, guidelines and internal controls are followed.
12. Prepare accurate monthly financial reports for the Head of School and board.

13. Keep Head of School abreast at all times of enrollment, budget and changes in finances.
14. Provide the Head of School with immediate information and analysis of the current state of the budget, and financial trends.
15. Analyze spending decisions, trends, and possible budgetary impact in order to make recommendations as to best financial practices, to ensure a secure and stable financial environment for the school.
16. Oversee development, implementation and conversion of software and hardware to allow for normal operating processes and to assure integrity of financial records.
17. Supervise the collection, safekeeping and distribution of all funds, including claims for reimbursement for special projects.
18. Act as District liaison between fundraising efforts to ensure fiscal integrity of the fundraiser.
19. Process purchasing requests and ensure purchasing procedures are accurately followed.
20. Prepare or coordinate the preparation of a variety of management related reports, including budget control reports, financial statements for school board, investments, payroll, and a variety of other computer-assisted reports and records.
21. Develop and maintain rules and procedures for the fiscal department as deemed necessary.
22. Manage the fiscal operation and coordinate all aspects of Maintenance, Operations, Facilities, Purchasing, Transportation, and Technology.
23. Maintain and supervise the property control records of fixed assets.
24. Prepare short and long-range goals for yourself, as well as for the department, in conjunction with the school's Strategic Plan, work towards accomplishing these goals.
25. Ensure that all department documents, policies and procedures are updated, per accreditation standards.
26. Ensure all staff are trained in and abiding by established financial policies and procedures.
27. Keep Head of School informed of the financial status of the school in a timely manner, including, but not limited to, tuition, budgets, payables, account balances, insurance, AP, departmental budgets, fundraising, etc.
28. Other responsibilities delegated by the Head of School of Schools

QUALIFICATIONS

Knowledge of:

1. Principles, methods, best practices and procedures of Christian school accounting.
2. Budget planning, fiscal record management, data processing systems, spreadsheets, budget analysis.
3. Legal mandates, policies and regulations pertaining to accounting and fiscal record management and reporting; computer-assisted accounting and fiscal record management systems and equipment.
4. Fundraising laws and profit balance ratios.

Ability to:

1. Perform responsible and technical accounting, budget and fiscal planning functions and activities; prepare fiscal, financial and narrative reports in a clear and concise manner.
2. Analyze budget, trends, and activities, and make recommendations to the Head of School, based on the analysis.
3. Review, audit and verify financial statements and related summaries and reports.
4. Work quickly, independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
5. Understand and carry out oral and written directions with minimal accountability controls.
6. Work harmoniously with others and communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.
7. Highly organized, skilled in time management.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education: Bachelor's degree from an accredited college or university with major course work or training in business administration or related fields.

Experience: Four years of increasingly responsible accounting and financial record management and reporting experience, including one year in an educational organization management or supervisory capacity. Experience using database spreadsheets and producing reports. An understanding of school procedures and fundraising experience.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work will involve sitting most of the time, but will involve walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job.
4. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

SALARY RANGE

\$70,000 - \$100,000