



Lynden Christian Schools

JOB DESCRIPTION

JOB TITLE:	Director of Finance & Operations
REPORTS TO:	Superintendent
SUPERVISES:	Controller, Accounting Clerks, Building and Grounds Supervisor, Transportation Supervisor, Second Chance Manager, On-site and Contract Technology Support Services
STATUS:	Exempt/Salary

POSITION SUMMARY

This position is responsible for fiscal management of Lynden Christian School through principles of Christian stewardship. This includes responsibility for the financial security and systems, properties, facilities, technology, transportation, alternative revenue sources, including Second Chance. Generally, the time allotment for this position would be 80% for Director of Finance and 20% for Operations.

BOARD COMMITTEE INTERACTIONS

Serves on the Finance Committee and provides support to Lynden Christian School Endowment Fund, Tuition Accounts and Assistance, Transportation, Buildings and Grounds Committees and is chair of Second Chance Advisory Committee.

ESSENTIAL JOB FUNCTIONS

Financial & General Management

- Oversee the formulation and monitoring of the annual general fund budget and related financial categories.
- Develop and maintain a 5-year financial forecast.
- Oversee reporting of financial information to Administration, Board, Society, Accrediting Associations and Local/State/Federal Governments.
- Oversee all cash and treasury management policies and functions.
- Oversee the receipt, disbursement, and deposit of all funds.
- Oversee and monitor payroll and employee benefits. Procure bids for health insurance, business insurance and other external contracts.
- Oversee the finances of supporting and auxiliary funds.
- Monitor tuition accounts and manage past due accounts.
- Manage the distribution of tuition assistance per board policy.
- Oversee all areas of the accounting process and accounting software.
- Ensure accurate computer records for all accounting, student records, and human resource files. Ensure that regular back up procedures are completed. Maintain data integrity for reviewed financial statements every five years.
- Review and communicate to the school board, monthly and yearly closing of accounting system and prepare and distribute monthly financial statements.

- Execute the budget process under the leadership of the Superintendent. Monitor receipts and expenditures to identify and project trends for the next year.
- Work with the Superintendent and Finance Committee in salary studies and budget preparation.
- Support Endowment Fund Board of Lynden Christian Schools in advisory and oversight capacity within an active/involved context.
- Supervise all staff related to this task.

Financial Strategic Plan

- Work with the superintendent and the LCS School Board on the financial aspects of the strategic plan.
- Assist in establishing alternative revenue sources and upholding the vision for the campus.
- Oversee and ensure well-being of the Second Chance operations.

Human Resources Management

- Remain informed on all employment law and employment benefits.
- Review employee benefits options on an annual basis for recommendation to the Superintendent and Board.
- Supervise the archiving of personnel records.
- Maintain health and safety standards (OSHA laws) and process Labor and Industry disability claims.
- Supervise all staff related to this task.

Technology Management

- Oversee and ensure that the technology infrastructure is operational.
- Assist in establishing and upholding the vision for the educational and physical needs of the technology on campus.
- Supervise all technology staff related to this task.

Transportation

- Oversee all transportation operations including vehicle purchases.
- Supervise the transportation supervisor.

Additional Areas of Management

- Assist the Development Director, Superintendent, and Board on Capital Campaign and Fundraising planning.
- Oversee equipment replacement, facility updates, and new construction.

OTHER JOB FUNCTIONS

- Attend staff meetings, conferences, trainings or other LCS events as requested.
- Perform other duties as assigned by the Superintendent.

QUALIFICATIONS

Character Profile

- Model a commitment to the Lord Jesus Christ to Christian education, evidenced by active participation in a local Christian church, and to the mission of Lynden Christian.
- Encourage the concept of discipleship, stewardship, and service for students and staff.

Education, License, and Experience

- Bachelor's degree in Business Administration, Finance, Accounting, or related degree; CPA license or MBA preferred; Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.
- Four or more years accounting and financial reporting experience.
- Experience supervising or providing direction to others.
- Human Resources experience preferred.
- Washington State Driver's license and proof of insurance at the time of hire for work-related travel.

Knowledge, Skills, and Abilities

- Knowledge of accounting theory, principles, and practices to identify and describe accounting systems and sub-systems.
- Knowledge of budgeting and cost accounting principles and financial reporting.
- Knowledge of research techniques to analyze data and make recommendations.
- Knowledge of computer information systems to present financial information.
- Ability to prepare statistical and narrative accounting reports, including ability to compute ratios and percentages.
- Ability to perform mathematical computations accurately and quickly.
- Excellent verbal and written communication skills.
- Ability to maintain effective working relationships.
- Strong supervisory skills including the ability to motivate and coach employees for optimal performance.
- Proficiency with computers and software, including Microsoft Suite. Experience working with accounting-related software.
- Ability to organize effectively and work independently and in a team setting.
- Strong problem solving and conflict resolution skills.

COMPENSATION

Starting base salary \$90,000; adjustments to be determined based on qualifications and experience.

GENERAL PHYSICAL REQUIREMENTS

Most work is performed in an office setting, which requires the ability to freely move about the office and within LCS campus. Limited travel for visits, meetings, and conferences. Must be available to attend occasional evening Board and committee meetings. Position requires sitting or standing for long periods of time, and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.