



## **North Shore Christian School**

### **Director of Finance and Operations**

### **Job Description**

#### **Organizational Overview**

North Shore Christian School, founded in 1951, is an interdenominational Christian school offering a faith-based, culturally engaged Christian perspective. NSCS maintains a presence on the North Shore with its three campuses. Our Lynn and Beverly Campuses enroll students Preschool through Grade 8, and our Early Childhood Program, on our Hamilton Campus, enrolls students in Preschool and Pre-K.

#### **Primary Overview**

The Director of Finance and Operations provides leadership and management of the school's finances, human resources, plant/facilities, and non-academic operations. The Director of Finance and Operations reports directly to and serves as a financial strategic partner to the Head of School, is a member of the Senior Administrative Leadership Team (SALT), supervisor the Business Office Associate, and works closely with the Board of Director's Treasurer.

#### **Responsibilities**

##### **Financial Management**

- Develop and manage the annual operating budget, report to the Head of School, Finance Committee and Board of Trustees on the results of the present and future operations of the school.
- Oversee the Business Office Associate and the day-to-day operations of the Business Office including payroll, accounts receivable, accounts payable, accounting functions, financial controls.
- Manage external financial statement audit.
- Manage distribution of Financial Aid to ensure enrollment, tuition and missional goals are realized.
- Develop & manage a long-term capital needs and improvement schedule.

- Partner with HOS to financially plan for and oversee capital investments.
- Maintain effective relationship with bank; oversee management of school assets, endowment, and debt servicing.
- Serve as liaison to the Board of Trustees for the Finance, Audit and Investment Committee.
- Responsible for financial and regulatory policies and compliance across the organization.
- Ensure financial sustainability to support strategic initiatives.

### **Human Resources**

- With the Head of School, determine annual salaries and benefits for employees in the context of budget preparation.
- Oversee benefits plans to include managing the employee benefits brokers and ensuring all employee issues are resolved promptly.
- Ensure development of process descriptions and job descriptions throughout the organization and ensure the school's performance management process is running smoothly.
- Create and issue Contracts in collaboration with HOS.
- Onboard new employees to comply with payroll and benefit policies.
- Ensure the Employee Handbook remains up to date and in compliance with current regulations.
- Ensure payroll and benefit processes, including payment and record keeping, are accurate and efficient.

### **School Operations**

- Ensure maintenance, repairs, and capital improvements/upgrades are effectively implemented and within fiscal constraints.
- Manage school vendor relationships, including, but not limited to, FACTS management systems, copier contract/maintenance, telecommunication vendors, supply vendors, other equipment vendors, etc.
- Manage facility lease(s) documents and manage issues related to the leases, coordinating with the HOS as appropriate.
- Manage school insurance, including, but not limited to, property insurance, liability insurance, student insurance, worker's comp insurance. Makes recommendations for changes as appropriate.
- Maintain an accurate and updated manual of board approved school policies and procedures.

\*The HOS reserves the right to add additional duties and responsibilities as needed.

### **Conditions**

- All Employees must present themselves in a professional manner in conduct and appearance.
- A strong, clear Christian testimony of acceptance of Jesus Christ as personal Savior and Lord.
- Enthusiastic vision for Christ-centered education.
- All Employees are required to work toward maintaining a positive and supportive relationship with all Board members, faculty & staff, administrators, students, and parents.

- At certain times, the Employee may be asked to attend special staff meetings throughout the year. Every effort will be made to provide Employees with a week's notice so that they may coordinate their schedules accordingly.
- The Employee is expected to participate in and assist with re-enrollment and retention efforts.

### **Qualifications and Abilities**

- Bachelor's degree required, MBA or master's degree in related field preferred.
- 5+ years of related experience in finance.
- Demonstrated ability to develop, implement, and manage business systems and processes to support a multi-million-dollar organization.
- Demonstrated competency in technology including all Microsoft applications and QuickBooks. Experience with FACTS/RenWeb preferred.
- Strong critical thinking and problem-solving skills with ability to multi-task.
- Exceptional verbal and written communication skills, with ability to communicate well with diverse constituents and staff.
- Demonstrated resourcefulness in setting priorities and guiding decisions involving system structures.
- Ability to manage confidential situations with discretion, respect, and sensitivity.
- Demonstrated commitment to NSCS's mission, taking an active part in the full life of the school.