

Whittier Christian High School

Title: Chief Financial Officer

Reports to: Head of School

Contracted Exempt Position: Full-time M – F (12 Months)

Range: \$100,000 - \$120,000

Job Summary:

The Chief Financial Officer's (CFO) primary role is to ensure the fiscal and operational effectiveness of the school to support and enhance the educational mission of the school. The CFO is responsible for the following departments and staff: Accounting, Human Resources, Development, Marketing, Admissions, Facilities, and Transportation.

Duties/Responsibilities: Finance

- Responsible for all areas of the accounting function, including developing and overseeing appropriate financial procedures and controls
- Responsible for the preparation and presentation of monthly financial statements and analysis of account
- Responsible for the development of and monitoring annual financial budget
- Responsible for annual audit
- Evaluate, purchase, and oversee property, liability, D & O, and workers' compensation insurance programs
- Review vendor contracts (i.e., IT support, telephones, copiers, mail machine)
- Responsible for the financial aid application process (review, decision, awards)
- Interface with families seeking financial assistance throughout the year
- Implement strategies to achieve the financial goals of the strategic plan
- Works with Principal on food service contract negotiations
- Responsible for monitoring and reporting to Board regarding the operating budget, capital budget, and financial aspects of all programs and operations
- Prepare the monthly financial package for Board
- Assist Head of School with Board interaction as requested and attend monthly Board Meetings
- Other related duties as assigned

Duties/Responsibilities: Human Resources

- Responsible for the creation of salary scale and faculty/staff employment contracts
- Formulate and revise employment policies
- Annual review of Employee Handbook
- Evaluate, purchase, and oversee benefit programs, including insurance premiums
- Administer retirement plan, including review and preparation w/TPA on Form 5500
- Responsible for IIPP and Safety Committee
- Administer all required training through Vector Solutions

Duties/Responsibilities: Development

- Supervise the Development Director
- Assist in developing key metrics
- Develop contributions budget
- Support and encourage professional development

Duties/Responsibilities: Marketing

- Supervise the Marketing Director
- Assist in developing key metrics
- Support and encourage professional development

Duties/Responsibilities: Admissions

- Supervise the Admissions Director
- Assist in developing key metrics
- Support and encourage professional development

Duties/Responsibilities: Facilities/Transportation

- Supervise the Facilities Supervisor
- Collaborate with the Facilities Supervisor in developing a long-term maintenance plan
- Supervise the Transportation Director
- Responsible for licensing, adding, and removing vehicles, renewal for Charter with the CPUC

Required Spiritual Qualities:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice
- Believe and actively support the school's **Statement of Faith** (attached)
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40
- Evidence the fruit of the Spirit in dealing with people
- Share the Christian faith with others
- Have a Christ-centered home
- Actively participate in a local Bible-believing church

Required Skills/Abilities:

- Must be reliable and highly trustworthy
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Must be proficient in Microsoft Office Suite or related programs
- Excellent organizational skills and attention to detail
- Excellent verbal and written communication skills

Education and Experience:

- BS in Business Administration or Accounting degree required. MBA preferred
- 5+ years of experience in a CFO role
- Strong background in finance, budgeting, investing, and cash management
- Previous managing and leading experience
- Experience with non-profits or schools a plus
- Outstanding ability to communicate with constituents, including parents, students, the Board of Directors, and faculty/staff

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice.

Supervisor: _____ Date: _____

Employee _____ Date: _____

WCHS Statement of Faith

We believe . . .

1. The Bible is the Word of God, divinely inspired as originally given, inerrant, the only infallible rule of faith and practice (II Timothy 3:15, II Peter 1:21).
2. God is Triune --- one eternal God existing in three separate and distinct persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered, and died on the cross as an atonement for our sins. He arose bodily from the dead, ascended into heaven, now sits at the right hand of God as our mediator, and is one day coming again visibly in power and glory to earth as revealed in the Bible (John 10:33, Matthew 1:23, Luke 1:35, I Corinthians 15:3, Mark 16:19).
4. Man was created in God's image and being descended from Adam by ordinary generation, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9).
5. Regeneration by the Holy Spirit is absolutely essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death (John 5:28-29).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Board of Directors holds final interpretive authority on biblical meaning and application regarding faith, doctrine, policy, practice, and discipline.

As members of the Association of Christian Schools International, we endorse their statement of faith and their stated position on religious organizations. We have provided these below for your additional understanding of our spiritual stance in today's Christian community.

ACSI Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning

death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).