



JUPITER CHRISTIAN
SCHOOL

Jupiter Christian School

Director of Finance

Job Description

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a **Nurturing Community to Excel** in life and **Engage** the world.

Job Summary:

The Director of Finance position is accountable for the accounting operations of Jupiter Christian School (JCS), including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial results, and ensure that reported results comply with generally accepted accounting principles.

I. General Description of Duties and Responsibilities, but not limited to:

Management

- a. Participate in the management of JCS accounting and finance personnel. Develop and plan department objectives, with the President and Senior Leadership Team, including short and long-term accounting projects to improve budgeting and accounting processes and systems
- b. Oversee the operations of the accounting department, including the design of Jupiter Christian School's general ledger structure adequate for achieving the department's goals and objectives
- c. Maintain a documented system of accounting policies and procedures
- d. Supervision and training of department personnel, performance reviews, and disciplinary actions
- e. Work with the President and CFO to oversee the accounting operations of the JCS departments, especially the control systems, transaction-processing operations, and policies and procedures, to assure consistency throughout the school.
- f. Maintain the strictest confidentiality

Reporting and Control

- a. Direct and perform financial accounting functions to ensure timely and accurate reporting of financial information including all standard financial statements.
- b. Assume overall responsibility for the accuracy of financial reporting as well as payroll journal entries, accounts payable and receivable, cash accounting, program and grant accounting, and fixed assets accounting
- c. Coordinate the preparation for and the completion of the annual financial statement audit
- d. Develop and monitor processes and procedures to ensure internal financial controls are in place to safeguard JCS's assets
- e. Develop and report financial and operating metrics to assess effectiveness of operations
- f. Perform accounting and tax research when necessary



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- g. Participate in the annual budget process working with the President, CFO, and Budget Analyst, assisting as needed at various stages of the process
- h. Provide financial analyses as needed for reporting and planning purposes
- i. Assure integrity of the accounting software systems is maintained

Compliance

- a. Develop and implement policies and procedures to ensure compliance with regulatory agencies
- b. Coordinate and participate in the completion and filing of the IRS Form 990s
- c. Oversee compliance with local/state/federal government reporting and tax filing requirements

II. Essential Job Requirements:

The requirements listed below are representative of the knowledge, skill, and/or personal characteristics needed to be successful in the position:

- a. Character and Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- b. Analytical Skills - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures. Demonstrates attention to details.
- c. Organization Skills – ability to multitask while maintaining a keen attention to details
- d. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens well and gets clarification when needed; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- e. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- f. Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit and group morale; Puts success of team above own interests; Able to build group commitment to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of all team members; strong work ethic.
- g. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others ideas and tries new things.
- h. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternate solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- i. Computer Skills – Excellent skills using Microsoft Office Products (Excel, Word, Power Point, Outlook), as well as ability and willingness to learn new software products as may be required.
- j. Supervises the accounting staff as designated by the JCS chart, which can change periodically
- k. Occasional travel may be required
- l. Periodic evening or weekend work may be required during the annual audit and/or budgeting process.



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III. Desired Qualifications:

Education

- a. Bachelor's degree in accounting or business administration (or equivalent business experience Required)
- b. Ideally, candidate will have a current certification as a Certified Public Accountant (CPA), or Certified Management Accountant (CMA).

Experience

- a. 5+ years of progressively responsible experience in a non-profit entity,
- b. Preference for private Christian school experience.

Spiritual

- a. Must have a clear testimony of personal faith in Jesus Christ as Savior
- b. Please check the school's website (www.jupiterchristian.org) regarding personal faith alignment to the JCS statement of Faith
- c. Must be able to demonstrate active membership and involvement in a local church
- d. Support Jupiter Christian School's mission, vision and values by exhibiting excellence and competence, respect for others, humility, collaboration, innovation, accountability, and commitment to community.

Physical Limitations

- a. Ability to work in an office environment and sit or stand for extended periods of time.
- b. Ability to lift up to 50 pounds.

Position Type: Exempt Full-time