

Full Armor Christian Academy
Job Description
Financial Director

Mission Statement

Full Armor Christian Academy offers students an excellent education, emphasizing rigorous academics, personal integrity and absolute Biblical truth in an environment which fosters intellectual, moral, and physical strength, while establishing the foundation of a Christian worldview.

Vision Statement

To equip and engage students for a lifetime of service for Jesus Christ.

Overview

Full Armor Christian Academy is a small private Christian school of 120 students, nestled in small town Henderson, Texas. Under the general direction of the Headmaster, the Financial Director is expected to provide sound fiscal management in the operation of all financial matters. Responsibilities will include all finance related tasks including, but not limited to; accounts payable, accounts receivable, purchasing, tax and financial reporting, developing reports for Board of Directors review, collaboration with Headmaster and student/family account management.

Qualifications

Spiritual:

- Be a professed born-again Christian and active church member with practices that are in agreement with the Statement of Faith of Full Armor.
- The ability to develop positive working relationships through modeling the qualities of a servant leader.
- Serve as a role model and spiritual mentor to faculty, staff and students, consistent with the manner in which he/she acts, speaks, and serves.
- Follow the Matthew 18 Principle in conflict resolution.

Professional:

- Bachelor's degree, or equivalent experience in finance or related degree field.
- Minimum of three years financial experience.
- Excellent organization, communication, and human relation skills. Strong written and verbal communication skills.
- Knowledge of the school organization, its philosophy, and mission. A steadfast commitment to the FACA mission and vision.
- Successful completion of criminal history check and proof of U.S. citizenship or legal resident alien status.

Performance Duties

- Maintain accurate records in all financial areas.
- Provide documentation to accountant for fiscal year end financials. Also provide financial documentation as requested by the Board of Directors.
- Provide the monthly financials to the Board President for regular monthly Board of Directors meetings.
- Maintain payroll and make appropriate direct deposits or write appropriate payroll checks.
- Maintain accounts payable by documenting all bills and paying them in a timely manner.
- Maintain accounts receivable by billing for tuition and providing reports to administration regarding outstanding tuition. Process ACH and credit card payments monthly and post to accounts.
- Order appropriate materials as requested by Headmaster.
- Maintain all bank accounts and assets.
- Prepare and work within the annual school budget. Assist the Headmaster in preparing the budget by providing historical financial information.
- Collaborate with Headmaster to make annual recommendations on salaries and benefits of faculty and staff to the Board of Directors.
- At year end, prepare W-2's for employees and W-3 report for IRS. Preparations and mailing of donor contribution receipts for the year.
- Prepare quarterly tax return and Texas Workforce Commission quarterly report.
- Set-up and maintain personnel files ensuring all required documentation is included in files per the ACSI list of required documents.
- Prepare teacher contracts annually for March distribution.
- Prepare tuition contracts for families for February distribution and monitor re-enrollment annually.
- Work with a Board established Scholarship Committee to administer and process FFNA applications for scholarships stringently following the guidelines and procedures for processing of the applications ensuring confidentiality and fairness to all scholarship applicants.
- Prepare all accounting processes for the FACA Auction/Gala prior to during and after the function.
- Provide forecasting information for the availability of "cash" to Headmaster and Chairman of the Board Finance committee to enable advanced planning and securing additional funds when necessary.

Development

- Develop strong professional relationships with businesses, churches, civic organizations, and prospective/established donors, building a structured calling and visiting schedule to stay in contact and keep donors aware of activities in the life of FACA.
- Make direct appeals for the annual fund of the school, primarily to major donors.
- Coordinate the development of a core donor program with the Headmaster.
- Collaborate with the Headmaster to publish a newsletter for donors and potential donors two-three times annually.
- In collaboration with the Board of Directors, Headmaster, faculty, and staff increase FACA's capability to secure funding by researching, writing, and developing grant proposals.