



SEFFNER CHRISTIAN ACADEMY Ministry Position Description

POSITION TITLE: Chief Financial Officer

PURPOSE: The position of Chief Financial Officer at Seffner Christian Academy (Ministry) requires the employee to perform ministerial functions, which are an integral part of his/her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with visitors or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings. The Chief Financial Officer will also be required to live on- and off-duty in accordance with the Ministry's statement of faith, code of conduct, and general beliefs.

QUALIFICATIONS: The Chief Financial Officer shall be one who has received Jesus Christ as Savior and Lord. The Business Manager shall be a member in good standing of an evangelical church and shall lead a mature Christian life. He/she shall reflect the purpose and objectives of Christian education and the philosophy and policies of Seffner Christian Academy. The Chief Financial Officer must hold a bachelor's degree from an accredited college or university in the field relevant to the ministry assignment. The Business Manager must have a CPA license (active or inactive), have a notary republic commission or obtain one within a reasonable time and qualify for a certificate through ACSI.

RESPONSIBLE TO: Head of School

SUPERVISES: Business Office Staff

JOB DUTIES & RESPONSIBILITIES:

SPIRITUAL

1. Maintain a testimony and evidence of a personal relationship with Jesus Christ, committing to biblical standards for all conduct (sexual, interpersonal, etc.) on- and off-campus.
2. Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us. (Titus 2:7-8)
3. Implement biblical principles in dealing with students, parents, staff/administration, including resolution of all conflicts through application of the Matthew 18 principle.
4. Place a daily emphasis on Biblical integration through the curriculum and the willingness to lead Bible studies, chapels, and devotions as needed.
5. Show support for the role of parents as primarily responsible before God for their child's education and assist them in the task.
6. Encourage students to accept God's gift of salvation and to grow in their faith and embrace the reality of their identity in Christ.
7. Be an active and positive force in supporting the school ministry on- and off-campus, placing this ministry in a place of priority.

PROFESSIONAL

It is expected that the Chief Financial Officer will:

1. Have the customer service and public relations skills necessary to welcome and introduce the general public to the school.
2. Have knowledge of office procedures and methods including, telephone, social communications skills, and etiquette.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Defend principles and conviction in the face of pressure and partisan influence.
5. Participate in continuous professional development through professional reading, college coursework, and through attendance at in-service, workshops, and conferences.
6. Supervise the school's Business Office. Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate these decisions.
7. Oversee the maintenance of up-to-date and accurate computerized records for all financial transactions.

DEPARTMENTAL RESPONSIBILITIES

General Duties

1. Maintain all financial records and financial dealings of the school.
2. Maintain a purchase order and encumbrance system.
3. Manage all building and equipment rentals
4. Supervise all maintenance of appropriate financial records and procedures for any and all extra-curricular activities.
5. Direct and manage all property or business donations to the school. Maintain an effective record and acknowledgement system of the donations in conjunction with the Development Office.

Budget

1. Prepare, in collaboration with school administration, the annual income and expense budgets for board approval.
2. Advise school administration and school board of actual spending compared to budget.
3. Advise school administration of trends in receipts and disbursements.
4. Prepare long-term budget projections to assist the school board and administration in long-term planning for the school.

Disbursements

1. Authorize all financial disbursements within budget and financial constraints.
2. Negotiate contracted services/leases/purchases with vendors.
3. Maintain relationships with vendors.
4. Arrange and negotiate all insurance coverage and handle all insurance claims.

Receipts

1. Oversee billing of all charges and collections on accounts.
2. Authorize payment arrangements for overdue accounts.
3. Authorize finance charges to be written off.
4. Notify those whose accounts are past due and assess late fees.
5. List accounts past due and send copies of all student suspension letters to the school administration.

Banking

1. Maintain a favorable banking relationship. Negotiate all banking transactions.
2. Invest excess cash in accordance with school board policies.
3. Negotiate with all credit card/electronic funds transfer vendors.
4. Keep authorized signers for financial accounts/transactions current.

Personnel

1. Supervise the Human Resources Coordinator to effectively implement employment law and personnel procedures.
2. Oversee all payroll functions.
3. In conjunction with the Human Resources Coordinator, negotiate benefit rates and options with vendors.
4. Advise the school administration, and when requested, the school board on personnel and benefit issues.
5. Work with Human Resources Coordinator in the preparation of the School Employee Handbook.
6. Prepare financial and benefit information pages for School Employee Handbook.
7. Prepare annual financial pages for employee contracts.
8. Supervise the school's food service department.
9. Supervise the school's transportation department.

Reports/Meetings

1. Provide financial statements for school board review.
2. Attend school board meetings, when requested.
3. Inform finance committee about all pertinent issues.

Legal/Audit/Records

1. Keep current on and effectively implement IRS regulations.
2. Have final responsibility for the preparation of quarterly and annual IRS forms.
3. Work with the school administration to effectively implement non-employment law.
4. Prepare financial statements and all supporting schedules in preparation for the annual audit.
5. Work with the auditors to file all tax documents in a timely manner.
6. Account for all restricted contributions consistent with the donors' instructions.
7. Maintain records of fixed assets and depreciation or amortization.
8. Maintain a file of all signed contracts.
9. Prepare important documents for storage in the school's safety deposit box.

Additional Duties or Responsibilities

1. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency, local churches, and the general public.
2. Assist the school administration in promoting a comprehensive brand for the school.
3. Support the broader program of the school by attending extracurricular activities when possible.
4. Other duties assigned by the Head of School.

PHYSICAL

1. The CFO is regularly required to stand and walk the various distances across campus multiple times a day.
2. The CFO is frequently required to sit, reach, climb, balance, stoop, kneel, crouch, crawl, talk, see and hear.
3. Ability to work in environments where the noise level is unusually high.
4. Regularly lift and move up to 10 pounds and frequently lift and move up to 25 pounds.
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature: _____

Date: _____