



Title: Director of Business Operations
(Comptroller / Chief Business Officer / Chief Financial Officer)

Reports directly to: Head of School

Date Created: Fall 2022

Parameters of Employment: At-Will

Employment Status: Salary Exempt Managerial

Application Due Date: Open until filled

Pay Range: \$62,400 - \$80,000 annually

Health Benefits Offered: Health, Dental, Vision, Life Insurance, and 403b

Other benefits: Staff are encouraged to enroll their school-age children at Calvin Christian School, as such, there is generous tuition support.

Position Overview:

The Director of Business Operations (DBO) is expected to faithfully employ their God-given gifts (i.e., Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

The DBO position is a unique role on campus that calls for a person gifted with the ability and skills to provide strategic and detailed financial leadership to support the institution's mission. The successful candidate will be able to work as a productive and encouraging administrative team member and be the person responsible for delivering strong communication regarding the organization's financial health to the Board of Trustees and work collaboratively to oversee the school's financial operations.

In addition to the Head of School, the Director of Financial Operations will work closely with the Human Resources Manager, at times navigating unique job-sharing responsibilities.

Spiritual Requirements:

- As a Christian School, we require our employees to be professing believers and followers of Jesus Christ as their Lord and Savior.
- Per Calvin's mission (and constitution), staff are expected to be
 - Faithfully involved via attendance and service at a reputable Christian church (per Calvin's Constitution, ideally members in good standing at a confessionally reformed church such as URC, CRC, PCA, RCA, OPC)
 - Fully In-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies.
- Express a testimony of a personal relationship with God through Jesus Christ.
- Serve as a Christian role model and a consecrated Christian dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of biblically reformed Christian beliefs.
- Agree with board policy on biblical standards of faith and living.

Required Qualifications:

- Bachelor's degree in relevant field
- 5-10 years of progressively responsible experience in related work
- Humility, emotional intelligence, and relational wisdom
- Sound judgment and decision-making skills tempered with flexibility and adaptability
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong understanding of economic and banking processes
- Strong working knowledge of detailed financial data analysis
- Working knowledge of federal, state, and local tax compliance regulations and reporting

- Attention to detail coupled with patience and tenacity
- Knowledge of regulatory and other financial standards and requirements
- Ability to refine and at times creatively establish new and more efficacious systems
- Understanding of taxation, payroll, and other financial aspects of a business, preferably a school environment.
- Experience conducting audits
- Previous business leadership experience, specifically managing a financial team and/or human resources department.
- Excellent organizational and time management skills.
- Proficient skills in Quickbooks and Excel, and willing to continue professional development with these key tools.
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications and Competencies:

- Master's Degree
- Professional accounting and/or human resources certification, including CMA, CGA, CPA, SHRM-CP or the SHRM-SCP. PHR, SPHR, or PHRca (minimally - interested in continuing education to gain key certifications).
- Related experience in networking and relationship building with other professionals in the accounting field.
- Christ-centered service experience within a community

Responsibilities of the Director of Financial Operations:

Accounting 70%

- Manage and monitor all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Responsible for AP and AR
- Perform internal audits
- Review/ monitor quarterly and annual budgets for all departments
- Produce efficient quarterly and year-end reconciliations

- Lead the budgeting and financial planning processes, including collaborative work on financial forecasting.
- Human resource compliance work, including 403b plan management, annual filing of forms, etc.
- Manages all areas of Risk Management for the organization
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points
- Introduce improvements in financial reporting processes.

Tuition Assistance 20%

- Maintain program
- Reconcile tuition payments
- Counsel families on potential assistance possibilities
- Offer personal service to families

Leadership 10%

- Oversee the daily functions of the support personnel. Direct reports include Business Office Administrative Assistant and Human Resources Manager.
- Attends Board Finance Committee meetings to deliver timely and accurate month-end and quarter-end reports, as well as follow-up on Board requests.
- Contribute to the success of the Administrative Team.

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to perform the essential duties of the position successfully.

Reasonable accommodations may be made to enable individuals with disabilities to perform these duties. The physical environment the incumbent will work in is typically a school office environment with moderate noise levels that would be

expected in that type of work environment. Lift and carry at least 45 lbs or more and must be able to withstand prolonged periods of sitting. The individual must be able to work with children. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Pre-Employment Screening and Application Requirements for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting

To begin the application process, please complete the following steps:

1. Online [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter
 - b. Résumé
 - c. Written testimony of faith
 - d. 2-3 letters of recommendation (one from a pastor who knows your Christian faith and at least one from a trusted authority who could attest to your skill and work)
 - e. Official or unofficial copies of all college transcripts



*"Inviting students to be formed by God's Love in Christ,
for a life of wonder, worship, work, and wisdom."*

(760) 489-6340 | www.calvinchristian.school | hr@calvinchristian.school