



Title: Director Business Operations
Reports directly to: Head of School
FLSA Status: Exempt
Date Created: Spring 2026
Parameters of Employment: 12-month, Full-Time, At-Will
Employment Status: Salary Exempt Managerial
Application Due Date: Open until filled
Ideal Start Date: June 1, 2026

Position Overview:

The Director of Business Operations is expected to faithfully employ his/her 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 Director of Business Operations position is a unique role on campus that requires the ability and skills to administratively carry full responsibility for all of Calvin's business and human resources services (as outlined below). The ideal candidate possesses strong interpersonal and communication skills, leadership skills, and, most importantly, a desire to grow spiritually in his/her Christian faith. The Director of Business Operations serves as a productive and encouraging member of the administrative team and focuses on the behind-the-scenes ("Mission Support") inner workings of all business and HR activities. The Director of Business Operations will oversee multiple Mission Support departments: Finance & Accounting, Human Resources and Payroll, Technology, Facilities, Janitorial, and Food Services.

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 and calling into administrative leadership work.
 - d. 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 work)
 - e. Official or unofficial copy of all college transcripts

Pay Range: \$79,025 - \$108,895 annually

Benefits Offered:

- Health Insurance with Health Reimbursement Arrangement (HRA)
- Life and Long-term Disability Insurance
- Dental and Vision Reimbursement Plan
- Retirement: 403b with Principal
- Paid Time Off
- Optional: Flexible Spending Account

Other benefits: Staff are encouraged to enroll their school-age children at Calvin Christian School.

Spiritual Requirements:

- As a Christian School, we require every employee to be a professing believer and follower of Jesus Christ as his/her 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.

- As a Calvin leader, willing to serve as a Christian role model, dedicated to the mission and vision of Calvin Christian School.
- Have an understanding of the philosophy and objectives of biblically reformed Christian beliefs.

Required Qualifications:

- Master's Degree
- 5-10 years of progressively responsible experience in related work
- Working knowledge of the budgeting process, 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
- Solid working knowledge of Microsoft Excel (Google Sheets)
- Attention to detail, coupled with patience and tenacity
- Understanding of taxation, payroll, and other financial aspects of a business
- Experience working with outside auditors
- Previous business leadership experience, including time spent managing a diverse team.
- Excellent organizational and time management skills.
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications and Competencies:

- Experience with Blackbaud platforms: Tuition Management, Financial Edge NXT
- Experience with Google Workspace
- Christ-centered service experiences within a community
- Related experience in networking and relationship building with other professionals in the accounting and/ or human resources fields.
- Active in hobbies and personal development interests (i.e. music, crafts, travel, exploring nature, etc)

Essential Functions of the Director of Business Operations

Accounting:

Ongoing

- Manage and monitor all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Review all reports produced by the Accounting Assistant
- Monitor spending throughout the year to adhere to the budget.
- Provide checks and balances; ie: check approval and second signature signing
- 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
- Oversee Tuition Management operations
- Maintain a business operations manual to ensure compliance with California employment requirements and Generally Accepted Accounting Principles (GAAP). The manual will guide the accounting practices of our booster groups, summer program, as well as co-curricular programming (i.e. sports & music theatre).

Weekly

- Participate in weekly administrative team meetings with the Head of School and other admin team members

Monthly

- Prepare reports and attend monthly evening finance meetings

Annually

- Prepare an annual budget for the school to be approved by the finance committee and board.
- Provide information to outside auditors for annual review
- Provide a monthly endowment report to the bank.

Management and Operations:

- Manage direct reports, including but not limited to: Accounting Assistant, Human Resources and Payroll Coordinator, Technology Director, Facilities Manager, Lead Janitorial, and Director of Food Services.
- Work with insurance brokers to manage the cost of health care plans, workers' compensation plans, and liability coverage.
- Manages all areas of Risk Management for the organization
- Coordinate with Human Resources to administer the organization's benefits programs (e.g., retirement plans, leave policies, insurance policies, etc.)
- Manages staff development through conducting bi-annual reviews of Essential Expectations with all direct reports.
- Streamline systems and processes related to the Business Office

Physical Demands:

The working conditions and physical demands of this position must be met to successfully perform the essential duties of the position. Most work will be performed seated at a desk. Most work will be done on a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school setting with moderate noise levels expected in that type of work.

Pre-Employment Screening Requirements for Employment:

- Complete application 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



*"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