



# ROCKFORD CHRISTIAN SCHOOLS

CHRIST ~ COMMUNITY ~ EXCELLENCE

## POSITION: HEAD OF FINANCE & OPERATIONS

**Purpose of Position:** The Head of Finance and Operations fulfills the mission of Rockford Christian by providing leadership and direction in financial management and organizational systems that execute the school's strategic plan, strategic financial plan, and master campus plan. This position promotes the success of all students by supporting and empowering employees with a shared vision of learning that fosters a school culture of academic excellence and spiritual growth.

### Position:

- Full-Time, 12 month
- Salaried, at-will employee
- Full-time Benefit Eligible / Calendar Year

**Reports To:** Head of School

**Evaluated By:** Head of School

**Direct Reports:** Finance Assistants, Facilities Manager, IT Manager, Food Services Manager

### Qualifications:

- B.A. or B.S. in Accounting, Finance, or relevant field; MBA is preferred.
- Experience as a CFO, Finance Officer, or relevant role.
- In agreement with the Rockford Christian (RC) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in a relationship with Jesus Christ.

### Professional Profile:

- Committed to the mission of RC: *The mission of Rockford Christian School is to challenge young people **to know Christ as Lord, apply God's truth** to all areas of life, **love others** sacrificially, and **achieve** the highest level of knowledge and skill in order to serve God & others.*
- A learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Uses discernment, discretion, integrity, and confidentiality in the operation and oversight of the school and its programs.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Promotes a positive environment that encourages commitment, collaboration, and performance.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

### Responsibilities:

- Participate in key decisions and policy development as a member of the Executive Team.
- Provide vision and leadership for the school's finance and operations systems.
- Develop a balanced budget in collaboration with the Head of School; recommend revenue and cost saving solutions.
- Monitor department budgets to ensure alignment with the approved budget.
- Perform risk management by analyzing the school's liabilities and investments.
- Drive the school's financial planning.
- Decide on investment strategies by considering cash and liquidity needs.
- Manage the school's endowments under the supervision of the Advancement Committee.
- Ensure cash flow is appropriate for the school's operations.
- Manage and maintain banking and vendor relationships.



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- Forecast monthly, quarterly and annual results.
- Prepare reliable current and forecasting reports.
- Establish and maintain the school's finance system.
- Ensure compliance with the law and school policies.
- Work closely with the Board Treasurer and Finance Committee, making appropriate presentations at Finance Committee meetings.
- Coordinate and oversee the annual audit, including providing financial reports for auditors.
- Administer tuition assistance and scholarships in conjunction with a third-party facilitator.
- Lead and manage operations such as facilities, technology, lunch, and summer camp.
- Supervise and evaluate direct reports, providing leadership in alignment of work with school mission.
- Evaluate systems and work with direct reports to implement best practice for areas in need of improvement.
- All other duties as assigned.