



**FLINT HILLS
CHRISTIAN
SCHOOL**

Finance Director

Position Profile

WHAT IS FLINT HILLS CHRISTIAN SCHOOL?

Flint Hills Christian School (FHCS) is a private, independent, non-denominational, and discipleship-oriented Christian school located in Manhattan, KS (approximately two hours west of Kansas City, MO). FHCS has seen a growth rate of 40% since 2017 in grades Pre-Kindergarten through 12th grade. FHCS is fully accredited through both ACSI and COGNIA, boasts an average ACT score of 25 over the past 6 years, offers numerous athletics and extracurricular activities. Go to our website at fhcsks.org.

WHO ARE WE AT OUR CORE?

We are a school and community of Christ followers united by and committed to our mission to be an extension of the Christian home in helping each child develop in mind, body, and spirit. In this context, we are not a replacement for the home or the church. Our ultimate goal is to equip and prepare well-educated, mature Christian men and women to best fulfill God's calling in their lives. We stand upon and are inspired by five core values which represent the heart and soul of FHCS. First and foremost, we operate from a **Biblical, Christ-centered foundation** in all that we do. We are **rigorously academic** – we place tremendous value on the quality of education we offer. Accordingly, we are proud of and grateful for our **exceptional faculty** who serve as strong and faithful educators for our students every day. We are fully committed to **discipleship and Christ-centered mentorship** as we realize learning through long-standing relationships with positive role models is critical to ongoing growth and maturity. Finally, we are **independent and non-denominational**, operating with complete institutional freedom as we strive to follow and honor the Lord alone.

WHERE ARE WE GOING AS A SCHOOL?

Numerous parents, teachers, administrators, Board members, students, and community supporters have faithfully and consistently gone before the Lord in prayer for several years seeking the Lord's guidance for our school. Over the few years, these FHCS prayer warriors have been inspired by the Lord to pursue a bold growth plan, called Vision 2030. We believe the Lord has called us to prepare to serve 300 students by 2030 by pursuing advancements in several key areas including Staff Development, an enhanced Student Experience, Marketing, Facilities Improvement, and Long-term Investment. Vision 2030 is big and bold. And, so is the Lord. We are completely trusting Him. And, we fully expect this vision from the Lord to be fully realized. Within Vision 2030, there is a tremendous amount of margin available for new and different priorities, strategies, and ideas.

JOB SUMMARY

The primary focus of the Finance Director is to manage, oversee, and coordinate all aspects of the school's finances, with professionalism, mission-focused vision, and integrity. Under the direction of the Head of School,

the Finance Director should provide timely implementation and communication of guidelines and policies, strategic guidance and direction, financial planning and budgeting expertise, and comprehensive communication on behalf of the facilities and grounds in support of the school's mission

- Reports to Principal / Head-of-School
- Contracted, salaried
- Contract **for the 2024-2025 school year**
- **Position will be open until filled**
- Please submit application, cover letter, and resume/vitae to principal, Matt Zimmerman at principal@fhcsks.org

PRIMARY RESPONSIBILITIES:

- Provide oversight of the general ledger, subsidiary ledgers, and accounting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain adequate internal control and safeguards for receipt of various sources of income, operating costs, capital expenditures, as well as detailed budget to actual reporting.
- Under the supervision and authority of the Head of School (HoS), coordinate with the independent auditors to complete all work papers and documentation for a successful completion of the audit without significant deficiencies or material weaknesses.
- Provide frequent financial analysis with interpretation to accompany the financial reports in an accurate and timely manner for the HoS
- Provide clear explanation for budget variances on monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of FHCS's financial status.
- Be able to communicate with various budget managers regarding their monthly budget to actual department financial reports
- Assist the HoS with cash flow monitoring and analysis to ensure compliance with Board cash balance threshold, forecasting, and trend analysis.
- Assist the HoS and FHCS's board leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate. Coordinate with and assist the various budget managers in creating their annual budgets
- Support the HoS in generating and analyzing various financial reports requested by the board's audit and finance committees around issues and trends in financial results and developing various financial models.
- Oversee the financial reporting by project, program, and grants; ensure that expenditures are correctly aligned with grant and program budgets throughout the grant periods
- Assist with compiling financial compliance reports for government, corporate, and foundation grants.
- Monitor the performance of investments insuring compliance with investment committee policies and guidelines.
- Maintain system of internal controls in line with GAAP.

COMPLIANCE

- Assist the HoS with monitoring internal policies and procedures to ensure compliance with regulatory agencies
- Coordinate and participate in the completion and filing of the IRS Form 990s
- Monitoring compliance with local/state/federal government reporting and tax filing requirements

PERSONNEL MANAGEMENT

- Delegate and manage proactively and appropriately
- Create and conduct a comprehensive evaluation process for custodial staff with timely analysis and feedback to promote ministry and professional growth and development
- Oversee, in collaboration with Administration, the hiring and firing of custodial staff according to FHCS's mission and expected standards of conduct, performance, and compliance
- Identify and provide needed, adequate, and consistent training for custodial staff – professional development

should focus on promoting professionalism, integrity, mission focus, as well as knowledge and expertise of their specific area of work

MINIMUM QUALIFICATIONS

- Minimum of a Bachelor's Degree in Accounting; CPA and/or MBA preferred
- Educational organizational experience with preference for private Christian school experience.
- An active Christian testimony and church involvement
- 3+ years working in the accounting field in a non-profit entity
- Excellent management skills
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- Computer proficiency: QuickBooks, data base, word processing, etc.
- Ability to long range plan and manage the daily details of implementation

WHAT KIND OF PERSON ARE WE LOOKING FOR?

We are seeking a high-integrity and caring individual, an enthusiastic worker, a strong communicator, a passionate champion for and someone who deeply believes in Christian education. If you have these qualities, you have great potential to succeed as a part of our Flint Hills Christian School community.

REQUIRED BACKGROUND, COMPETENCIES & EXPERTISE:

- Proven relationship building effectiveness
- Proven collaboration experience working with a broad team
- Proven oral and written communication skills and effectiveness
- Proven planning and organizational skills
- High learning agility and adaptability
- Personal faith in Jesus Christ with a passion for Christian education

WHY WORK FOR FLINT HILLS CHRISTIAN SCHOOL? WHAT'S IN IT FOR YOU?

Higher Call. Opportunity to glorify the Lord by serving in a key position for a Christ-centered school.

Health Insurance. 75% of premiums paid for health insurance for employee coverage. Family coverage can be added for an additional cost.

Life Insurance. \$10,000 of term life coverage.

Simple IRA. Employer matches contribution towards retirement plan.

Paid Holiday Leave. All standard school holidays including Christmas and spring vacations.

Sick Leave. Seventy (80) hours of sick leave per year. Should additional one (1) year contracts be offered in the ensuing year, unused sick leave may be allowed to accumulate up to two hundred forty (240) hours. These days may be used for extended illness only.

Personal Leave. Two (2) personal days each year granted upon request. Personal days may be used for conducting business for family needs including vacation. Personal leave cannot accumulate for future use.

Maternity Leave. 6 weeks of maternity leave. 2 of the 6 weeks are paid by the school. 4 of the 6 weeks are unpaid.

Tuition Discount. 100% tuition discount for the first student. 50% discount for additional students.

Flexible Spending Account. Tax-advantaged account for medical spending with school paying administrative fees on the account.