



WCA EMPLOYMENT OPPORTUNITY

Contact:
Jim Whiteman, Headmaster jwhiteman@westsideacademy.org

DIRECTOR OF FINANCE

FULL TIME

THE POSITION:

The Director of Finance will support the mission of WCA through godly responsibility for the oversight of the School's finances. The Director of Finance reports to the Headmaster and is part of the administrative leadership team. This is a full time position.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee all financial functions related to school operations including all billing, receivables, payables, tuition management, insurance, and tax reporting to ensure integrity and efficiency.
- Maintain financial systems to ensure compliance with generally acceptable accounting practices and with up-to-date computing technologies.
- Direct the budget process.
- Prepare financial reports as needed including monthly financials and an annual report.
- Monitor purchasing and spending.
- Provide strategic long-term financial planning / forecasting
- Oversee state funding as pertains to WCA.
- Oversee human resource matters including payroll and staff benefits and compliance with all federal and state employment law
- Serve on the Finance Committee, providing reports and recommendations.
- Oversee the tuition assistance process
- Work closely as needed with the administrative leadership team as needed.

QUALIFICATIONS:

- A follower of Jesus Christ and personal agreement with our Statement of Faith, mission, and core values. A commitment to complete integrity in all aspects of life and ability to maintain confidentiality.
- MBA and/or CPA preferred. Minimum four year college degree in finance/accounting.
- A minimum of five years of experience in a similar or related capacity.
- Strong knowledge and ability in financial accounting and standards within a non-profit.
- Ability to analyze and interpret financial data
- Strong organizational and problem-solving skills with an eye for accuracy
- Excellent communication skills, both oral and written
- Demonstrated ability to establish and maintain effective working relationships
- Demonstrated ability to work independently and take initiative
- Professional demeanor, enthusiasm, and optimism