



CAPSTONE

Classical Academy

JOB DESCRIPTION

TITLE: Director of Finance

REPORTS TO: Headmaster

EMPLOYMENT CLASSIFICATION: 12-month, full-time, exempt

SUPERVISES: Business Manager and Business Office Staff

The Director of Finance serves on Capstone's leadership team and is responsible for leading all aspects of financial management, asset management, and strategic financial planning in support of the academy's mission to cultivate wisdom and virtue and to pursue what is good, true, and beautiful from a Christian worldview.

General Teamwork

- Pray for the Headmaster to faithfully execute his calling in the ministry of Capstone Classical Academy.
- Pray for Capstone Classical Academy's board, leadership team, faculty, staff, and families.
- Represent Capstone Classical Academy's mission, and most importantly, Jesus Christ, by submitting to the Holy Spirit in interactions with colleagues and families to the glory of God.
- Assist the Headmaster with tasks as needed and directed to help him to serve families, faculty, and staff with excellence.
- Contribute to the refinement of the classical and Christian vision, traditions, structures, and policies of Capstone in its early years of development.
- Provide helpful observations and critique to the Headmaster for the purpose of helping him to improve Capstone's service to its families, faculty, and staff, and to help him to support financial planning and development with excellence.

Strategic Financial Planning

- Develop, implement, and maintain processes and procedures that ensure good stewardship of academy resources and assets.
- Work with the Headmaster to coordinate strategic financial planning with program and facility plans to meet long-term goals.
- Develop strategic plans to enhance the stability and viability of the academy in the event of future economic downturns or fluctuation in enrollment.
- Develop, implement, and refine reports, models, and instruments for financial analysis by the Headmaster and Board.
- Attend monthly Board Finance Committee and general Board meetings and provide financial reports, analysis, and recommendations to the Headmaster and Board.

Accounting and Record-Keeping

- Supervise and train business office staff as needed.
- Delegate tasks and supervise business office staff work in accounts payable, accounts receivable, and payroll and benefits tasks.
- Work with the academy's accountant on the annual 990 filing and annual independent audit.
- Conduct regular review of academy books and record-keeping to ensure the accuracy, security, and timeliness of key financial accounting, archival, and reporting.

Personnel Selection and Supervision

- Direct and supervise the Business Manager and any other business office staff.
- Interview, hire, and develop staff for the business office.

Development

- Work with the Headmaster as appropriate to develop relationships with potential and existing donors.
- Serve as a member of capital campaign committees when capital campaigns are underway.