

**FIRST BAPTIST ACADEMY**  
**DIRECTOR of BUSINESS & FINANCE**

**REPORTS TO:** Head of School

**DIRECT REPORTS:** Business Office Assistant, School Nurse, and others assigned direct reports.

**POSITION OBJECTIVE:** Major responsibilities of the position are to lead and manage: budgeting of revenue and proper financial reporting; financial aid; coordinate with FBCN on school facilities and grounds; campus security; human resources; food service; and advise Head of School in financial matters.

**QUALIFYING CHARACTERISTICS:** The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. Tact in dealing with people at all levels. Must be accurate.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:** Four-year degree in Business Administration preferred; five years experience required. Prior experience in educational environment a plus. Knowledge of federal and state laws regarding financial reporting for private schools.

**ESSENTIAL JOB DUTIES:**

- Coordinate timely budget preparation with Head of School, Finance Committee and School Committee.
- Monitor budget and provide clear and concise monthly reports to the Head of School, Principals, Department Heads and others as needed.
- Report to the Finance Committee and School Committee on a regular basis regarding operating budget and financial aspects of the School (financial aid, endowment, investments, etc.)
- Develop and maintain a chart of accounts and overall Fund Accounting system consistent with NAIS and FASB (Financial Accounting Standards Board) guidelines.
- Serve as liaison with auditors; oversee annual audits to include analysis and reporting to Head of School, Finance Committee and School Committee.
- Develop and maintain a financial planning model in conjunction with the School's Strategic Plan that projects long-range financial needs.
- Project annual cash flow needs and invest surplus cash in appropriate manner.
- Direct the billing and collection of accounts and timely payment of invoices. Ensure that dealings with parents and faculty are done in a positive manner
- Direct the purchasing of consumable and fixed assets; maintain an inventory system.
- Monitor the policies and procedures of human resources.
- Monitor the insurance exposures and coordinate the purchasing of insurance coverage.
- Coordinate the operation of the cafeteria; negotiate terms for cafeteria services.

- Coordinate leases, contracts and other documents for use of campus facilities by off-campus groups.
- Assist Finance Committee to ensure all required information is available for execution of their fiduciary responsibilities.
- Serve on School Leadership Team.
- Church membership at First Baptist Church Naples and full agreement with [FBCN Statement of Faith and practice.](#)
- Assist the Head of School with any additional assigned duties.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

**PHYSICAL REQUIREMENTS:** Must be able to meet physical requirements of the position.

**EXEMPT STATUS:** Exempt salary

**WORK SCHEDULE:** 12 month contract

Date updated: July 16, 2018  
Prepared by: Ray Casey