



GLOUCESTER COUNTY CHRISTIAN SCHOOL

A MINISTRY OF HARDINGVILLE BIBLE CHURCH

Director of Finance – Job Description

Role Summary: To oversee the financial, HR, and insurance operations of GCCS in order to strategically support the mission of the school.

Report to: The GCCS Head of School (HOS)

Basic Objectives

- Manage school assets, so all financial matters are stewarded effectively and remain above reproach
- Ensure the long-term viability of the school through careful planning and analysis
- Maintain legal and professional standards, protecting the school's reputation and tax-exempt status
- Keep school leadership informed through regular timely reporting

Key Responsibilities

Financial

- Prepare donation statements
- Oversee accounts receivable and payable
- Manage bank accounts and signatories
- Keep main office apprised of financial matters that affect student life
- Coordinate with non-general-fund account representatives (PACE, Senior Class, etc.)
- Administrate Blackbaud Software
- Coordinate grant funds (security, technology)
- File required government forms, reports
- Manage investments
- Oversee Tuition Assistance Fund
- Coordinate with HOS on major equipment purchases and capital improvement projects

HR

- Oversee all employment matters: offers of employment, contracts, payroll, benefits, etc.
- Oversee staff attendance records
- Oversee health insurance policy (for GCCS and HBC)

Insurance

- Oversee all liability insurance claims
- Coordinate with HBC financial secretary to submit annual Worker's Compensation Audit materials

Perform other duties as assigned by the administration

Qualifications/Skill Requirements

- A regular attendee of a local biblical evangelical church in good standing
- A college degree, preferably in some area of finance, accounting, or business
- Excellent interpersonal skills – Courteous, pleasant, helpful, diplomatic, adaptable, empathetic
- Excellent ministry skills – Trustworthy (with confidential matters), discreet, tactful, servant-hearted, a listener, and truth-speaker
- Strong sense of professionalism in behavior, communication, production, and appearance – composure, excellence, and flexibility
- A self-starter, independent
- Multi-tasking and prioritizing abilities
- Excellent problem-solving abilities
- Excellent organizational and planning skills – Detail-oriented
- Good writing and grammar skills – proofreading and editing abilities
- Competent typing skills – speed, accuracy
- Strong office equipment and computer skills (copiers and printers, email, MS Word, MS Excel, MS PowerPoint, graphics editing)
- Ability to lift at least 25 pounds and to have sufficient mobility and agility for office activities
- A spirit of flexibility and availability
- Previous work experience in finance and/or business preferred; experience in an educational environment would be excellent

Hours:

- A salary (not hourly) position
- 25-30 hours per week, expected
- School Year: Monday – Friday, 7:30 AM – 3:30 PM
- Summer: Monday – Thursday, 9:00 AM – 3:00 PM

Compensation: TBD