



# Director of Finance

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**Position Type:** Full-Time

**Reports To:** Head of School

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## POSITION SUMMARY

Brazos Christian School seeks a Director of Finance (DOF) to serve as a senior strategic and operational leader responsible for the financial health, sustainability, and operational excellence of the School. This role combines high-level financial strategy with hands-on leadership of daily business office operations, reflecting the School's current and future needs.

As a member of the Executive Leadership Team, the DOF partners closely with the Head of School, Executive Leadership Team, and Board of Trustees to align financial stewardship, human resources, and operational systems with the mission, vision, and Christian values of Brazos Christian School. The DOF ensures that financial and business practices are proactive, transparent, compliant, and supportive of long-term institutional growth.

This role oversees finance, accounting, budgeting, human resources, compliance, risk management, and the Business Office.

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## KEY RESPONSIBILITIES

- **Business & Operational Oversight**
  - Provide comprehensive leadership for all business and operational functions of the School, ensuring alignment with mission, strategy, and day-to-day excellence.
  - Oversee business-office-adjacent functions, including lunch programs, vendors, technology, athletics, auxiliary programs, and other operational services as assigned, ensuring coordination and accountability.
  - Serve as the principal decision-maker for the School's financial and business affairs, balancing stewardship with responsiveness.

- **Financial Leadership & Strategy**

- Serve as the School's chief financial strategist, providing leadership on short- and long-term financial planning in partnership with the Head of School.
- Collaborate closely with the Head of School and the Board Finance Committee to develop multi-year financial models, forecasts, and sustainability plans that support enrollment growth, program excellence, and long-term institutional health.
- Serve as staff liaison to the Board Finance Committee, preparing materials, presenting financial reports, and ensuring the committee has accurate, timely, and decision-ready information.
- Assist the Head of School and Board Finance Committee in evaluating tuition levels, tuition increases, and fee structures by providing financial analysis, enrollment modeling, benchmarking data, and affordability impact assessments.
- Support strategic initiatives, including capital projects, program expansion, athletic program sustainability, and long-range facilities planning.
- Work collaboratively with the Head of School and leadership team to align financial planning with mission priorities, ensuring decisions reflect both fiscal responsibility and institutional values.

- **Budgeting, Accounting & Financial Operations**

- Lead the development, implementation, and monitoring of the annual operating budget in close collaboration with the Head of School and department leaders.
- Collaborate with all departments to integrate academic programs, athletics, auxiliary programs, philanthropy, enrollment, facilities, compensation, and professional services into a balanced budget.
- Partner with the Athletic Director to develop, monitor, and evaluate the athletic budget, identifying efficiencies, cost controls, and long-term sustainability strategies while supporting program excellence.
- Produce clear monthly budget-to-actual reports for leadership, the Finance Committee, and the Board of Trustees.
- Create and maintain multi-year (3-5 year) financial projections to inform strategic decision-making.
- Oversee all accounting functions, including general ledger, accounts payable, accounts receivable, payroll, cash management, and reconciliations.
- Ensure accurate and timely preparation of monthly, quarterly, and annual financial statements.
- Maintain fixed asset and depreciation schedules.
- Oversee tuition billing, collections, financial aid administration, and tuition management systems; address delinquent accounts with clarity and professionalism.

- Maintain appropriate cash reserves and oversee banking, investment, and credit relationships.
- Review and manage vendor contracts and service agreements.
- Manage and improve financial systems, software, and internal workflows to increase efficiency and accuracy.

- **Human Resources Leadership**

- Lead and oversee all Human Resources functions, formally transitioning HR responsibilities into the Business Office.
- Ensure compliance with all federal, state, and local employment laws and regulations.
- Oversee payroll processing, benefits administration, retirement plans, and employee insurance programs.
- Administer employee benefit elections, eligibility requirements, PTO, and leave tracking.
- Partner with the Head of School on employee contracts, compensation structures, hiring, evaluation, and separation processes.
- Create and maintain complete and confidential personnel files for all employees.
- Maintain, update, and enforce employee policies, procedures, and the employee handbook.
- Serve as a trusted resource to leadership and staff on HR-related matters, ensuring consistency, care, and professionalism.

- **Compliance, Audit & Risk Management**

- Ensure compliance with nonprofit accounting standards, GAAP, and all applicable federal, state, and local regulations.
- Lead and coordinate all internal and external audits; serve as primary liaison with external auditors and third-party CPAs.
- Establish, document, and regularly review internal controls, financial policies, and procedures to promote transparency and prevent fraud.
- Oversee risk management operations, including insurance coverage (property, liability, workers' compensation, cyber, directors & officers, and other applicable coverage).
- Review and recommend procedures to mitigate institutional risk and liability exposure.
- Partner with legal counsel on contracts, policies, compliance matters, and employment-related issues.
- Develop and maintain contingency and business continuity plans.
- Ensure timely and accurate filing of required reports and regulatory submissions, including Form 990 and other compliance documents.

- **Leadership & Collaboration**

- Lead and develop the Business Office team, including finance, accounting, and bookkeeping staff.
  - Foster a service-oriented Business Office that supports faculty, staff, students, families, and coaches.
  - Collaborate with Enrollment, Philanthropy, Athletics, and Academic leaders to align financial planning with institutional priorities.
  - Serve on relevant leadership and risk management teams as assigned.
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## **Qualifications & Experience**

- **Required Qualifications**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- 5-7+ years of progressive experience in finance, accounting, or business leadership, preferably in a nonprofit or educational setting.
- Demonstrated experience with budgeting, financial reporting, audits, compliance, and internal controls.
- Experience overseeing or managing Human Resources functions.
- Strong analytical skills with the ability to translate financial data into clear insights for non-financial leaders.
- High integrity, sound judgment, and the ability to manage confidential information.

- **Preferred Qualifications**

- Master's degree in Finance, Accounting, Business Administration, or related field.
- CPA or similar professional certification.
- Experience in independent schools or faith-based nonprofit organizations.
- Familiarity with school finance systems such as QuickBooks, FACTS, or similar platforms.
- Experience working with Boards of Trustees and finance committees.

- **Personal & Professional Attributes**

- Commitment to the Christian mission, values, and vision of Brazos Christian School.
- Strategic thinker with a hands-on, operational mindset.
- Collaborative, relational leader who builds trust across departments.
- Organized, proactive, and able to manage multiple priorities effectively.
- Clear communicator with strong written and verbal communication skills.

- Calm, steady presence with the ability to lead through change and growth.
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## **EQUAL EMPLOYMENT OPPORTUNITY**

Brazos Christian School is an equal opportunity employer and complies with all applicable federal and state employment laws. Employment is contingent upon successful completion of required background checks and clearances.