

Job Title: Finance Manager

Category: Salary

Days/Hours: Fulltime, year round

Description: The Finance Manager position will ensure and develop the well-being of Chapel Hill Christian School through the establishment and implementation of the financial infrastructure and systems necessary to safeguard CHCS assets, provide accurate financial statements, and support the school both now and in preparation for future growth. The position will provide an annual financial budget, monthly financial reporting, oversee accounting/purchasing/collection functions, participate in strategic planning and growth, and direct financial staff. The Manager reports directly to the CHCS Administrator and works directly with the Administrator on all strategic and tactical matters as they relate to financial aid and scholarships, donations, budget management, cost benefit analysis, forecasting needs and securing new funding.

Evaluation: Annually in the spring

Supervisor: Administrator

Education: See below & background check

Skills/Qualifications:

- Has accepted Jesus Christ as Lord and Savior
- Integrity, credibility, and a commitment to CHCS's mission
- Bachelor's degree in Accounting or Finance
- CPA preferred, but not required
- At least 5 years of experience in financial management and accounting, ideally in the nonprofit sector
- Effective in setting priorities, developing new systems, proposing new ways of creating efficiencies, and guiding people
- Flexible and self-starter; able to multi-task while also being detail-oriented
- Strong communication skills

Application: Interested applicants shall submit to:

ccunningham@chapelhillchristianschool.org

- A detailed resume and cover letter containing employment and education history with a minimum of three references.
- A statement of Personal Testimony of a relationship to Jesus Christ as Savior.
- A brief statement of Philosophy of Christian Education