

Director of Finance and Human Resources

Central MN Christian School

JOB DESCRIPTION

The Director of Finance and Human Resources provides strategic leadership and oversight for all financial and personnel operations of Central Minnesota Christian School. This position ensures fiscal integrity, legal compliance, and effective human resource management while aligning all efforts with the mission and values of Central. The Director serves as a trusted advisor to the Superintendent and Leadership Team, supporting informed decision-making and long-term sustainability.

KEY RESPONSIBILITIES

Financial Leadership

- Lead and oversee all financial operations of Central.
- Prepare, manage, and monitor the **annual operating and capital budgets**, including revisions.
- Produce **monthly and annual financial reports** for the Superintendent, Finance Committee, and Board.
- Monitor **cash flow, accounts, payroll, and investments** to maintain financial health.
- Develop **financial projections** to guide strategic planning and stewardship.
- Ensure **legal and regulatory compliance** with accounting, tax, and reporting standards.
- Coordinate the **annual financial statement review** with external auditors.
- Maintain relationships with **banks, auditors, insurers, and service providers**.
- Oversee **contracts, insurance renewals, and employee benefit plans**.
- Supervise financial processes for related programs (CMCS Foundation, New to You, Food Service, Transportation, TRIP).
- Administer tuition payments and the financial aid program working with the financial aid subcommittee.
- Maintain and update **financial policies and procedures** in coordination with the Superintendent, Finance Committee, and Board.

Human Resources Leadership

- Provide oversight and guidance for all **human resources functions**.
- Administer **employee benefits**, compensation structures, and payroll operations.
- Ensure compliance with **employment laws, workers' compensation, and personnel policies**.
- Support administrators in **hiring, onboarding, and employee relations**.
- Maintain accurate **employee records and HR documentation**, including handbooks and job descriptions.
- Partner with the Superintendent to guide **tuition and wage rate planning**.
- Foster a culture of integrity, trust, and professional growth among Central staff.

COLLABORATION & COMMUNICATION

- Serve as an active member of the **Leadership Team**, contributing to school-wide planning and policy development.
- Provide clear and transparent financial information to the Superintendent, Board, and stakeholders.
- Collaborate with other administrators to ensure coordinated resource management.
- Prepare and present reports and recommendations to the Superintendent and Finance Committee.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required; CPA or advanced degree preferred.
- Minimum 5 years of experience in accounting, budgeting, or financial management (nonprofit or educational experience preferred).
- Strong leadership, organizational, and communication skills.
- Proficiency in QuickBooks, Excel, and other financial management software.
- Thorough understanding of accounting standards, data privacy, and HR compliance.
- Demonstrated integrity, discretion, and alignment with the Christian mission of Central.

ADDITIONAL INFORMATION

- Full-time, year-round position including Central employee benefits.
- Work with 3rd Party Vendors and/or Service providers.
- Occasional **evening or weekend responsibilities** for meetings and school events.
- Reports to Superintendent
- Member of the Leadership (Administrative) Team
- Supervises Finance/Payroll/HR support, Kitchen Manager