

Financial Director/Manager

Job Description

I. Purpose

To take care of all the financial and human resource functions of Castle Valley Inc. in conjunction with participating on the administrative committee.

II. Essential Functions – (The following are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Maintain student records
 - a. Send monthly bills to parents; collect tuition and fees
 - b. Be responsible for yearly update of student financial forms for registration process
 - c. Manage Worthy Student Fund and Canvassing Scholarship programs
2. Maintain appropriate policies and ensure compliance
 - a. Acquire and maintain all necessary insurance policies (ex: auto, accident, property)
 - b. Complete and file all required financial reports and taxes
3. Oversee general accounting
 - a. Accounting of all internal and external funds associated with the school and its industries
 - b. Oversee payroll process and distribute paychecks
 - c. Project sound financial planning for future years
 - d. Monitor all purchasing/spending and ensure sound audit procedures
 - e. Oversee cash management with sound audit procedures
 - f. Develop financial models for capital campaigns and construction projects
4. Direct the budget process
 - a. Prepare the annual budget and present it to the executive committee
 - b. Prepare budgets for participation in activities and conferences

III. Qualifications

1. A committed Seventh-day Adventist in a growing relationship with Jesus Christ and eager to journey with young people as they grow in their relationship with Christ.
2. Thorough knowledge of basic accounting.
3. Ability to follow directions.
4. Capacity to exercise patience with students, co-workers and guests.
5. Capable of working cooperatively with others and to communicate well with associates.
6. Honesty and integrity.
7. Ability to address guests, volunteers, staff and students in a pleasant, courteous manner and maintain emotional control.
8. Ability to provide and interpret financial information.
9. Ability to analyze change and advise accordingly.
10. Ability to manage budgets.

IV. Physical Requirements

1. Sit for prolonged periods of time
2. See and read printed matter with or without vision aids and speak at normal levels
3. Hear and understand speech at normal levels and on the telephone with or without hear aids

V. Work Environment

Employees in this position will be required to work indoors in an office environment and come in direct contact with students, teachers/staff and the general public.