



Director of Finance

Position Overview

The Director of Finance provides strategic and operational leadership for the financial functions of the school, including accounting, human resources, financing and compliance. This role ensures the financial health and sustainability of the school through effective budgeting, forecasting, cash management and long-term financial planning.

The Director of Finance partners closely with the Executive Director and Executive Team to support strategic decision-making, enrollment growth and capital initiatives.

Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith
- Demonstrate integrity, professionalism, and ethical financial stewardship

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance or Business

Preferred Qualifications:

- Certified Public Accountant (CPA)
- Master's in Accounting, Finance, or Business

Key Responsibilities:

Strategic Leadership and Planning

- Provide strategic financial leadership and long-term planning
- Partner with Executive Director on financial strategy
- Present financials to the Board and Finance Committee
- Develop financial models and enrollment-based projections

Financial Management and Reporting

- Prepare monthly financial statements and KPIs
- Manage budgeting and forecasting
- Oversee reconciliations and financial accuracy
- Manage cash reserves and liquidity



Debt, Bond & Capital Management

- Oversee debt obligations and bond compliance
- Maintain investor and lender relationships

Compliance & Risk Management

- Maintain internal controls and financial policies
- Ensure tax and regulatory compliance
- Lead audit preparation and external audit coordination

HR & Payroll Oversight

- Oversee payroll and HR functions
- Manage benefits and compliance
- Maintain personnel records

Leadership

- Supervise and develop finance and HR staff
- Conduct performance evaluations
- Build a high-performing team

Tuition & Financial Aid

- Oversee school tuition assistance program, N.C. opportunity scholarship program and N.C. ESA program
- Ensure compliance and reporting

Working Conditions

- Office environment
- Occasional night and weekend work required

Please submit resume, cover letter, and an online portfolio, if applicable, to Kelly Lookadoo, klookadoo@northhillschristian.com.