



Director of Finance

Trinity School of Texas is a preK-12 college preparatory program that successfully prepares students for college and beyond in a joyful, spiritual environment. Graduates of Trinity School of Texas will attain academic excellence, embrace diversity, demonstrate intellectual curiosity, appreciate the arts, value physical well-being, serve their community and exemplify Christian living.

The Director of Finance serves as an administrative leader reporting directly to the Head of School. This position provides management of and oversight for all fiscal activities of the school in order to support and enhance the educational mission of the school. This is a 12-month, full-time, salaried, benefited position.

Responsibilities

The Director will be expected to:

- Oversees planning, organization and management of the Business Office, including student billing, accounts payable, purchasing, payroll, bank reconciliations, financial reporting, cash management, investing, budgeting, risk management, benefits management and financial aid award determinations (Indexed Tuition)
- Establishes policies, procedures, standards and strategies for areas of responsibility and provides adequate internal control capabilities and strengths to safeguard the school's assets
- Hires, trains and supervises all business office personnel
- Provides timely and accurate information to the Head of School, Board Treasurer, Board Finance Committee and Board of Trustees including: monthly variance reports, annual financial comparisons, and financial projections
- Prepares and presents the annual budget to the Finance Committee
- Manages investments made on behalf of the school
- Administers and maintains all property, casualty and liability insurance and all employee benefits and health insurance for the school
- Coordinates and supervises the preparation of information for the annual audit
- Participates as a member on the financial aid committee, analyzes all financial aid awards for presentation, discussion and approval by the financial aid committee (Indexed Tuition Committee)
- Provides financial oversight for the major annual auction fundraiser for the school
- Serves on the Head of School's leadership team
- Other duties as assigned

Qualifications

The Director of Finance will have the following qualifications:

- At least ten years of accounting management experience preferably in a not-for-profit environment, CPA preferred.
- Experience in an independent school environment is a plus.
- Excellent communication skills, and good interpersonal, organization, leadership, management, and supervisory skills needed.
- Skills in the use of personal computers and accounting software systems, including Microsoft office products, i.e., excel, and Google products, i.e., Google sheets and Google forms, is required.
- The position requires the ability to work independently as well as with faculty and staff, to exhibit a positive attitude, to be self-motivated and to be able to cope successfully with stressful situations, schedules, and deadlines.

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