



ELIJAH HOUSE ACADEMY

becoming

Position Description: **Director of Finance**

Position Summary:

Elijah House Academy (EHA) is a diverse and Christ-centered school community that currently serves over 185 students, transitional kindergarten through eighth grade. After more than three decades of storied work with the children of Richmond, EHA finds itself in a dynamic moment. We are actively growing enrollment by adding an additional classroom per year. We are also years into a shift in pedagogy associated with the renewal of our educational philosophy, influenced by both classical and Charlotte Mason approaches. Finally, we just wrapped up a major capital campaign and construction project for a 12,000 square foot multipurpose building. EHA is seeking a respected, faithful, and experienced servant-leader to join the team as the Director of Finance. This role is a leadership position that strategically supports the mission of Elijah House Academy through oversight of finances, accounting, tuition management, payroll, and benefits.

Position Reporting Responsibility:

This position reports directly to the Head of School and works collaboratively with the leadership team.

Compensation:

- Pay range is \$75,000-\$85,000
- Benefits include PTO, healthcare, dental, retirement matching, life insurance, and long term disability.

Position Requirements/Qualifications:

Anyone who is seeking this position at EHA must:

- Demonstrate a mature and growing relationship with Jesus Christ
- Understand and be in agreement with the EHA statement of religious beliefs
- Understand and be in agreement with EHA's mission, vision, values, philosophy of education, and student formation beliefs



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- Demonstrate an understanding and commitment to a diverse and Christ-centered school community, including a mature ability to steward cross-cultural relationships well
- Hold at least a Bachelor's degree, preferably in finance or business
- Offer extensive experience in finance work with a preference for leadership experience

Position Essential Duties and Responsibilities:

- Financial planning. Work closely with the Head of School (HOS) and the leadership team with planning and problem solving towards the goal of developing strategic plans for the school which will promote the school's long-term financial health.
- Policies / Procedures / Internal Controls. Develop, implement, and maintain policies, procedures, and internal controls that ensure the accuracy and integrity of records and adhere to sound practices.
- Reporting. Ensure timely and accurate submission of financial reports to the HOS and Treasurer, as well as government entities as required.
- Budgeting. In collaboration with the HOS, draft the annual operating budget.
- Accounting. Oversee and execute all accounting functions, including handling of funds, reconciliation of accounts, and the integration of the following systems: FACTS, Dominion Payroll, Ease, Envoy, and Virtuous, Truist, Quickbooks.
- Tuition Management. Oversee scholarships, tuition and fees, and the collection process.
- Payroll. Execute bi-monthly payroll.
- Payables. Responsible for the accurate and timely payment of all obligations, including school issued credit cards.
- Audit. Schedule and support an annual external audit of finances.
- Human Resources. Ensure the onboarding, training, and support of employees in conjunction with other department heads.
- Benefits. Review and recommend benefit options to the HOS, implement benefit plans, and review annually.
- Management. Manage employees assisting in the finance department.