



WEST DALLAS COMMUNITY SCHOOL

Position Title: **Financial Manager**

Supervisor Title: **Head of School**

All qualified candidates should first and foremost have a mature and growing faith in Jesus Christ and a love for people.

Job Summary

The primary responsibility of the Financial Manager will be to oversee all financial records and reporting. This position will be key to assisting the Head of the School and Board of Directors to establish and maintain annual budgets.

Responsibilities

Finances & Financial Reporting

- Maintain accurate accounting records and a continuous record of cash balances.
- Maintain accurate accounting records for the West Dallas Community School Foundation.
- Plan and work with the Head of School and other department heads to establish the annual budget.
- Oversee vendor contracts, purchasing, banking activities, payroll, etc.
- Liaison to the Finance Committee and Executive Committee of the Board of Directors.
- Prepare periodic financial and budgetary reporting for the Head of School, Finance Committee, Executive Committee and others as requested.
- Consolidated financial statements of the school and foundation
- Annual preparation of Form 990.
- Oversee periodic reconciliation of accounting records of donations and pledges with Development Office records.
- Manage selection and administration of benefit plans.
- Other duties as assigned

Qualifications

Education and/or Experience

- MBA and/or CPA preferred but not required
- 4-6 Years of previous professional experience preferred. MBA and/or CPA will be taken into consideration as professional experience.
- Business or non-profit experience with finances preferred.
- Business or non-profit experience with process and procedural improvement preferred.

Skills/Specialized Knowledge

- Relational skills: able to inspire, encourage and influence all stakeholders involved at the West Dallas Community School.
- Interact effectively with internal and external constituents while engendering trust.
- Problem solving and decision making skills.
- Experience working both independently and in a team-oriented, collaborative environment.

WDCS is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age, disability, uniformed service, or any other unlawful basis. However, within its legal capacity as a nonprofit religious organization, the School reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of applicants and employees in order to employ only those individuals who support, advance, and live in a manner consistent with the School's doctrinal statement and Biblical position.