



ACADEMICALLY EXCELLENT. CHRIST-CENTERED

Finance Manager

Job Purpose

To serve the board, administration, faculty, staff, and families of Judah Christian School through the management of financial resources. The Finance Manager supports the mission and ministry of the school by overseeing all financial operations with integrity, accuracy, and Christ-led stewardship. This role manages payroll, tuition, budgeting, accounting, and financial reporting while partnering with the Superintendent, the Finance Committee, the School Board and external advisors to ensure strong financial health and responsible use of resources.

Key Responsibilities

- Process end-to-end payroll and pay all payroll-related liabilities (insurances, tuition withheld, ILSC)
- Manage tuition billing, collection, FACTS setup, discounts, incidental charges, and delinquent accounts with professionalism and compassion
- Oversee variable tuition programs and Qualified Education Expense receipts
- Maintain accurate financial records in QuickBooks Online (QBO), including deposits, bills, reconciliations, and memorized transactions
- Prepare monthly financial reports and help enforce the approved annual budget
- Track internal funds, fundraisers, and restricted contributions in compliance with nonprofit guidelines
- Partner with the accounting firm for the annual financial review and Form 990 preparation
- Manage teacher stipends, employee and coach agreements, and salary spreadsheets
- Oversee school credit cards and facility rental agreements
- Serve as a member of the Finance Committee and report financial information to school leadership and the Board

Qualifications

- A committed follower of Jesus Christ who fully supports, without reservation, the Judah Christian School Statement of Faith
- Bachelor's degree in Finance, Accounting, or a related field preferred
- 3–5 years of financial management or accounting experience (nonprofit and/or school experience preferred)
- Proficiency in QuickBooks Online and FACTS Tuition Management
- Proficiency in Google Workspace and Microsoft Office applications
- Demonstrated integrity, discretion, and commitment to maintaining strict confidentiality
- Strong organizational skills and exceptional attention to detail
- Excellent interpersonal and customer service skills when working with families, staff, and volunteers

- Strong written and verbal communication skills across multiple formats (in-person, phone, and email)
- Ability to prioritize responsibilities, develop implementation plans, and meet critical deadlines
- Ability to manage multiple projects simultaneously while maintaining accuracy and quality
- Ability to work both collaboratively as part of a team and independently when required
- Demonstrated effectiveness in managing and maintaining organized financial systems, both physical and cloud-based

The *BEST candidate* will have a proven track-record and/or experience in these areas:

- Experience managing organizational budgets, forecasting, and financial reporting
- Knowledge of nonprofit accounting principles and fund accounting
- Experience preparing financial documentation for audits or working directly with external auditors
- Familiarity with internal controls, financial policies, and risk management practices
- Understanding of tuition billing cycles, financial aid processes, and accounts receivable management
- Ability to analyze financial data and provide strategic recommendations to executive leadership
- Experience preparing financial reports for boards, committees, or senior leadership teams
- Demonstrated ability to improve financial systems, processes, or operational efficiency
- Experience working in a private school, Christian school, or nonprofit ministry environment
- Understanding of donor-restricted funds and designated giving
- Experience tracking and reporting financial activity related to fundraising initiatives
- Advanced spreadsheet skills (Excel or Google Sheets), including modeling and data analysis
- CPA, CMA, or progress toward professional accounting certification (preferred but not required)

“Who You Are”

You have a passion and love for the Lord and furthering His kingdom through Christian education. Your heart desires to see organizations like Judah grow so that more students can receive a Christ-centered education. You take pride in your work and have a passion for detail, accountability and great stewardship of God’s resources. You are someone who sets a high bar for yourself and believes in the true pursuit of excellence in everything you do for the Lord. Overall, you are passionate about serving the Lord in a ministry role, and know that your career and life should be a reflection of your relationship with Christ.

Working Hours

This position is currently a part-time position but could become a full-time position for the right candidate. The position is on-site with remote flexibility possible at various times.

Supervisor

This position reports directly to the Superintendent.

How to Apply

Please fill out a **Staff Application** and submit it with your support documentation to the Judah website. The application and submission form can be found at <https://www.judah.org/employment>.