



Job Description

Director of Operations

SCA seeks Christian professionals who are Christ-centered, competent, compassionate, of high character, and who are impassioned in their field and relational. For this position, if you are gifted in the areas listed below, we welcome you to consider applying for this position. The mission of Scottsdale Christian Academy is to maximize the God-given potential of each student, preparing them to live lives of distinction, by impacting the world for Jesus Christ.

Title:	Director of Operations
Reports to:	Supervised by Superintendent
Oversees:	Accounting, Human Resources, Facilities, and Food Services
Evaluation:	Performance will be evaluated by the Superintendent in accordance with this Job Description and the expectations of administrators at SCA.
Status:	Full Time

POSITION SUMMARY

SCA seeks a strategic and collaborative Director of Operations to provide leadership and management of the school's finances, human resources, facilities, and non-academic operations. The Director of Operations reports directly to and serves as a strategic support to the Superintendent as a member of the Administrative Executive Team. The Director of Operations ensures strategic implementation of long-term strategic goals, providing strong, innovative leadership in the realm, of financial planning and stewardship. Responsible for multiple departments with 4 direct reports (e.g. Accounting, HR, Director of Facility (outsourced) and Director of Food Service (outsourced)). Is responsible for the finances of the Academy (e.g. budgeting and reporting of the Academy), as well as the maintenance of facilities, grounds, vehicles, and equipment of SCA to maximize utility, preserve appearance, and ensure maximum life. The person should be someone capable of making difficult decisions, have leadership qualities that include team building, relationship building, and hold all of these responsibilities with a Biblical worldview.

MINIMUM JOB STANDARDS AND REQUIREMENTS:

- Education:
 - Relevant degree in business or accounting preferred (e.g. MBA).
- Experience:
 - 8+ years of progressively responsible experience preferred.
 - Experience in a school setting preferred.

- Skills and Experience:
 - Broad knowledge of accounting and finance.
 - Conversant and supportive of a Christian Worldview educational model.
- Professional Certifications:
 - CPA preferred.

REQUIRED PERSONAL QUALITIES

The employee shall:

- Have a personal relationship with God through faith in Jesus Christ.
- Believe that the Word of God is the standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others.
- Be a regular attendee at a Bible believing church.
- Exhibit love and grace in their relationships.
- Sensitive, dedicated and mature Christian of good character and reputation. Firm foundation in their faith. Firm commitment to the mission of SCA, the Staff Handbook, and the ministry's core values.
- Unconditionally agree with our doctrinal statements at SCA including the Statement of Faith, Position on Critical Issues, and the Statement on Marriage, Gender, and Sexuality.
- Understand the ministerial function of their role as described in the Policies and Procedures Manual.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES

Strategic Planning and Organizational Management

- While the Superintendent is responsible for developing the strategic plan, the Director of Operations plays a critical support role in formulating, facilitating and budgeting for the strategic plan along with all members of the Administrative Executive Team.
- Responsible for achieving strategic goals related to Finance and Operations, while also playing a key support role for other priorities.
- Works closely with Superintendent to effectively report to the Board of Directors on the state of the school when it comes to finances. Develop metrics to assess organization's financial performance.

Financial Management

- Oversees Accounting Staff and day-to-day operation of the Business Office including payroll, accounts receivable, accounts payable, accounting functions, financial controls.

- Develops a balanced financial budget in conjunction with the board policy manual.
- Develops and manages the preliminary and annual operating budget, report to the Superintendent, and provides reports that are presented to the and Board of Directors on the results monthly of the present and future operations of the school.
- Provides information to the Superintendent to determine annual salaries and benefits for employees in the context of budget preparation and implementation. Prepares Offers of Employment.
- Maintains effective relationship with banks; oversee management of school assets and debt servicing.
- Serves as liaison between the Board of Directors of SCA and the Christian Education Legacy Fund for the Finance, Audit and Investment Committees.
- Oversees and facilitates external financial statement audit.
- Assists Superintendent in managing legal matters, working closely with the school's attorneys and the Superintendent.
- Oversees distribution of Financial Aid to ensure enrollment and tuition goals are realized mainly through the promotion, connections and recommendation of School Tuition Organizations (STOs).

Human Resources

- Oversees HR staff.
- Facilitates review process for non-teaching personnel assigned to department.
- Ensures the Employee Handbook remains up to date and in compliance with current State and Federal regulations.
- Ensures payroll processes, including payment and record keeping, are accurate and efficient. Also, includes the facilitating of onboarding and terminating employees.
- Managing with the Superintendent any applicable HR-related legal issues.

Facilities

- Oversees the Director of Facilities (outsourced employee).
- Ensures the maintenance, repairs, and capital improvements/upgrades are effectively implemented and within fiscal constraints.
- Develops & manages a long-term capital needs and improvement schedule.

Our Ideal Director of Operations Candidate

- Appreciates instilling biblically based financial principles into a Christ-centered school setting.
- Embodies and communicates SCA's mission and core values and takes an active part in the full life of the school.

- Is a strategic thinker: able to process a breadth of ideas and priorities and bring them together into a thoughtful, cohesive plan.
- Loves numbers: you bring a strategic, high-level perspective to the organization's finance and accounting needs. You can work with a wide variety of leaders, helping them develop systematic plans with accompanying financial models.
- Is a great leader: you help others develop their strengths and bring teams together to do great things.
- Is an exceptional communicator: you can articulate plans and ideas, encouraging coherence, alignment, and stability in an ever-changing environment. You are also an effective business writer and editor.
- Has the utmost integrity: you have a clear sense of fiscal authenticity and are able to manage confidential situations with discretion, respect, and sensitivity. You must also be able to adapt to various personalities in stressful situations while at times creatively devise plans that meet the needs of others while maintaining the best interest of the Academy with a Win-Win mentality. Is accessible, approachable, and welcoming.
- Follow all guidelines for employees, including those in the employee handbook, student and parent handbook, and the policies and procedures manual for the school.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.