



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

Please note that the attached job description is for a Director of Finance position. However, depending on the gifts and passions of those who are applying, we may consider creating a Director of Finance and Operations position. If you have interest in being a Director of Finance or a Director of Finance and Operations, we would love to hear from you. These positions require someone who is able to both think strategically and can assure that our accounting systems are accurate and efficient. Both positions also require someone to have good interpersonal skills as you supervise staff or work with fellow directors and the Executive Director.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



Director of Finance / Chief Financial Officer Position Description

Purpose: The Director of Finance has overall responsibility for all financial and business aspects of the school.

Reports To: The Executive Director and works closely with the RCS Finance and Facilities Committee.

Supervises: Business Office and Human Resources

Terms of Employment: Employed on a 12 month contract with salary and benefits as approved by the Executive Director.

Qualifications:

1. Bachelor's degree in business or related field. CPA License is preferred or MBA with emphasis in finance.
2. Experience in finance, and human resources management. Experience in Private or Independent School preferred.
3. Ability to lead and direct staff.
4. Skilled in organization and time management. Has attention for details, and capacity for reconciliation of accounts.
5. Good written and verbal communication skills.
6. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

Responsibilities:

1. Finances – overall responsibility for the financial operations of the school.
 - a. Lead the development of the annual budget in accordance with board policy.
 - b. Ensure the annual external audit process is successfully completed with accurate financial records, proper preparation of all schedules, and communication of results.
 - c. Ensure accurate and timely financial statements are presented to the appropriate constituencies.
 - d. Oversee tuition calculation following tuition model requirements for all families.
 - e. Oversee tuition collection and supervise follow up on delinquent tuition accounts. Participate on the tuition collection team.



- f. Oversee the business office staff. This includes but is not limited to, procurement, accounts payable, receipting, the general ledger, accounts receivable, tuition billing, cash management, insurance and risk, payroll management and employee benefits, cash and endowment management, and other tasks associated with the business operations of the school.
 - g. Ensure reconciliation between Advancement Database and Accounting system for all donations.
 - h. Ensure grant procurement, and grant compliance requirements are met from a financial perspective. Bill grantors as necessary.
 - i. Serve as advisor for the Finance Committee.
 - j. Ensure progress on Strategic Plan and/or School Improvement Goals
 - k. Support the other teams
2. Human Resources
- a. Oversee annual review of employee benefits.
 - b. Oversee annual enrollment of employee benefits.
 - c. Work in concert with department heads to ensure employee files are up to date and evaluations are completed regularly.
 - d. Keep employment policies current.
 - e. Review bi-weekly payroll, and ensure accuracy.

Accountabilities:

1. Manage payroll and human resources
2. Manage finance and accounting to be within budget.
3. Provide accurate, reconciled monthly statements and reports to department heads, Executive Director, Finance Committee, and the Board.
4. Complete a successful annual audit on or before October 31 each year.
5. Complete and file Form 990 no later than January 1 each year.
6. Develop and manage a balanced budget each fiscal year.
7. Provide leadership in investment planning.
8. Provide leadership in generating income.
9. Provide leadership in being good stewards of the school's resources.
10. Provide support and ideas in helping departments reach their goals.



General Summary of Employee Benefits

For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org

Contract Length - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

Salary Range - Full-time teacher with Bachelor's and Master's, \$32,897 to \$55,929 per year.

Hourly Pay Range - Depending on job and qualifications.

Insurances - The school and employee share in the cost of health and other insurances.

403B – The school will match up to 5% of contributions.

Staff Tuition Discount – Discount of up to \$1,600 per student based on number of contracted hours per year.

For Teachers:

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break, Christmas break, Spring break, Summer break.

For Non-Teaching Staff:

Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

Teacher Loan Forgiveness

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.