



HEIGHTS CHRISTIAN SCHOOLS

Director of Accounting – Information Packet

POSITION DESCRIPTION

Position Objective: Heights Christian Schools' District Office exists to increase the effectiveness of each campus and the programs HCS offers...the ministry's frontline. This role advances the core business processes of the HCS business model. Well designed and executed, these processes undergird HCS's value proposition by freeing schools to do what they do best—touching the lives of individual students and their families.

Primary Responsibilities:

- Provide leadership and execution of all accounting functions, through a controller and three FTEs, including GL, payables, receivables and reporting to senior district office staff, site administrators and parents.
- Manage and develop external relationships with financial institutions, various regulatory agencies and other third-party vendors.

The person occupying this position will meet the following requirements:

- Work, on average, 40-50 hours per week, usually during business hours, but occasionally outside these times, to accomplish the position objective.
- Hold a degree in accounting or equivalent bachelor's degree.
- Comfortable leading on their own or in partnership with another leader or leaders.
- Minimum of 3 years of management experience with 2 or more direct reports demonstrating a servant-leader approach reflected in an ability and willingness to roll sleeves up and dive in, as needed.
- Demonstrated transactional experience including processing deposits, posting to a general ledger, reconciling accounts, generating internal financials.
- Demonstrated experience, professional or volunteer, in embracing a ministry culture like HCS.
- Has excellent verbal and written skills and is capable interacting inside and outside the organization with vendors, regulators, staff at all levels, and boards of directors.
- Preferred, though not required: Qualified as a CPA, previous experience entering a role with subordinates who themselves have performed aspects of the position this person will be assuming, and demonstrated success with project implementation and management.

Fit to the HCS Organization & Strategy: This position is part of the HCS District Office management team and reports to the President & CEO. The position will have responsibility for all staff and vendors working in accounting and will have, in collaboration and with consent of the Board and senior leadership team, authority system wide for accounting processes.

CANDIDATE PROFILE

When thinking about this person and their development as a manager and a leader, the following would be good clues that a match is possible:

1. Strongly embraces, by way of experience, that influence is more powerful and productive than authority. As a result, people would describe this person as a servant leader—someone who understands that leading is not lording, but meeting people at their level of development and working alongside them, understanding what they understand to help them move forward.
2. Gives people meaningful work to do that grows and develops their potential to assume other roles.
3. Can demonstrate strong talent in thinking through and implementing a well-developed course of action, making decisions, while proactively checking in with others invested in the outcomes and implications.
4. Even while being a strong performer, this person is a team player. Understands that collaboration is at the heart of shared achievement in a complex organization.
5. Loves to learn, is teachable. Is persistently looking for more effective options, sorting through the possible solutions to find the optimal path forward in every project.
6. Has a deep passion to see others discover the joy of living life in, and anticipation of, the Kingdom of God. Is increasingly realizing the centrality of this theme in everything they do and are not yet satisfied it is central enough.

When thinking about this person's current career and what would encourage a change to a role like this, this person:

1. Is interested in stronger alignment to their personal mission that is a material improvement from their present role. This person is looking to have more impact and more line of sight in seeing it happen.
2. Is looking for opportunity that will stretch them into their potential.
3. Is now, or definitely wants to, sit in a seat that has substantive influence on the overall direction of an organization, particularly one closely aligned with their personal mission and vision.
4. Is interested in leveraging their transactional experience and collaborative skills to influence and act with senior leadership on strategic initiatives.

In the following, this person might think or respond in these ways:

1. When presented with a problem, this person jumps at a new opportunity to bring value through his exceptional skill at identifying root issues, engaging others, setting expectations and pursuing alternative solutions.
2. Understands how to make the hand-off and stay appropriately in touch so that others can be successful.
3. Doesn't react negatively when his idea falls flat. In fact, sees that as data that will help create a better solution.
4. Is the exemplar of confidentiality in all matters requiring it. Shows absolute discretion.

5. Has ownership but holds it loosely. Easily accepts responsibility for short-comings, and gracious when confronted. Gets the goal and wants the goal. Understands that success and failure in themselves are inevitable in advancing to a goal.
6. Finds it counter-productive when others withhold information, clients or team mates. Sees the value in sharing knowledge and abhors seeking power through it.
7. Willing to present counter opinions and solutions but is “all in” on the final course of action.
8. Understands the balance between appropriate risk management and gracious client servicing and can implement appropriate solutions.

HEIGHTS CHRISTIAN SCHOOL DISTRICT LEADERSHIP TEAM

Kelly Beckert, Superintendent of Schools and COO, leads the strategic execution of programs HCS offers system wide. She exercises spiritual and educational leadership over all aspects of the preschool, elementary and Jr. High campuses including programs, administration, staff, enrollment and marketing.

Claud Lamar, President and CEO, leads HCS overall and works with the leadership team and Board of Directors to develop strategy, provide spiritual leadership and implement a clear vision for the entire ministry. He currently oversees accounting, human resources, facilities, and technology infrastructure while focusing on business development and nurturing key ministry relationships.

STRATEGIC DIRECTION OF HEIGHTS CHRISTIAN SCHOOLS

Our goal is to adapt, enhance and maintain a Christ-centered, mission-focused HCS culture to ensure the sustainability of ongoing ministry impact. “Sustainable” moves beyond status quo, ensuring our ability to adapt, afford, support, renew and scale the ministry into the future. The following core beliefs guide the ministry’s efforts to achieve that goal.

MINISTRY IMPACT: We believe that our response to opportunities or challenges should align with and/or advance our mission, vision and core values.

EDUCATIONAL EXCELLENCE: We believe in providing education that is taught from a distinctively Christian perspective that meets and/or exceeds Preschool – 8th Grade educational standards.

DISTRICT OFFICE MODEL: We believe in an organizational structure that provides support to the schools in all non-education areas allowing site administrators and staff to focus on mission and providing an outstanding education for students of all learning abilities.

MARKETS/VERIFIED NEED: We believe in the pursuit of families and students in underserved markets; not going into direct competition with other Christian schools in markets that are already adequately served.

ACCESSIBILITY/STEWARDSHIP: We believe in keeping tuition rates and associated costs to families as low as possible thereby providing quality Christian education that is as accessible as possible for as many as possible.

MISSION, VISION AND CORE VALUES OF HEIGHTS CHRISTIAN SCHOOLS

Founded in 1981, Heights Christian Schools provides a secure and nurturing educational environment for children: infants through 8th grade. We partner with supportive parents, together uniting school with home and church to positively develop Christian values and lifestyles in our students. Our schools provide a small campus feel where students are known by name and embraced as individuals, with the support, resources and collaboration of a large, well-established school system.

Vision: Our vision is that all students will know Christ personally, excel academically, think biblically, and positively impact their communities for Christ. HCS will be the standard of excellence in education for students of all learning abilities, teaching from a distinctively Biblical worldview.

Mission: Our mission is to lead children and their families into a relationship with Jesus Christ, equipping them in heart and mind to influence the world for God's Kingdom.

Core Values:

CENTERED ON CHRIST. We believe that Christ should be at the center of all that we do through action, word and deed. Our employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents and abilities for God's glory. Our distinctively biblical worldview approach to teaching, leading, spiritual formation and character development means we seek excellence and achievement in academics, athletics, the arts and service and advance biblically-based stewardship and accountability. *Colossians 1:18, John 1:17*

FOCUSED ON ALL STUDENTS. We believe that God created each of us in a unique and intentional way, and that God has a special plan and purpose for our lives. HCS approaches the education of students in the same manner by 1) meeting the needs of all learners, 2) seeing every child and their family as an opportunity for ministry and 3) providing a safe, caring and nurturing environment. *Gen. 1:26-27, Psalm 139:13-16*

ROOTED IN PARTNERSHIP WITH PARENTS. We believe God has entrusted the primary responsibility of education to the parents and HCS strives to partner with them. We value open communication and close collaboration. *Proverbs 22:6, Deut. 6:7*

HEIGHTS CHRISTIAN SCHOOLS HIRES TO ITS MISSION: *"This subchapter shall not apply to ...a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities (42 U.S.C. §2000e-1(a))."* Section 702 of the Civil Rights Act of 1964, often referred to as Title VII, protects the ability of a religious organization to hire to its mission.

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All applicants must submit an employment application and resume to HR@heights.net.