

Finance Manager

Job Summary

We're looking for a Finance Manager to join Trinitas Christian School and oversee all financial activities, ensure accurate financial reporting, and support the school's financial planning and strategy.

Qualifications

- Strong knowledge of GAAP and experience preparing financial statements
- Proficiency in financial forecasting, budgeting, and audit coordination
- Excellent analytical and problem-solving skills
- Strong communication skills and ability to work with various stakeholders

Responsibilities

- Establish and maintain policies, processes, and procedures to safeguard assets and ensure audit trails
- Prepare financial statements in accordance with GAAP for presentation to the Finance Committee, Administration, Board of Governors
- Create financial reports and projections, and assist in budgeting with school administrators
- Coordinate audit and tax requirements, and manage state and federal report filings
- Support the Finance Committee with reports, oversight, and strategy
- Manage banking relationships and oversee all financial components of the school
- Serve on the Endowment Committee, assisting with quarterly deposits and long-term modeling
- Manage participation with Florida's school choice funding program

Requirements

- Bachelor's degree in Accounting, Finance, or a related field
- CPA or equivalent certification preferred
- Minimum of 5 years of experience in financial management or accounting, preferably in education

Nice-to-Have

- Familiarity with nonprofit accounting and tax requirements

About Us

At Trinitas Christian School our goal is to provide an excellent education founded upon a biblical worldview. All subjects are taught as part of an integrated whole, with the Scriptures at the center, serving as the hub of all knowledge. As a result, students learn to interrelate and examine knowledge, allowing them to view their studies as a unified effort. The focus of this effort is to see God's sovereignty over all and to glorify Him.

What We Offer

- Competitive compensation based on education and experience
- Tuition discounts for children and grandchildren of faculty and staff members
- A supportive, Christian community rooted in an established, classical school fully accredited by the Association of Classical Christian Schools
- Opportunities for professional development and growth
- The famous white sand beaches of Pensacola Florida.