

Chief Financial Officer / Controller

Position Overview

The Chief Financial Officer / Controller serves as the school's senior financial and HR administrative leader, reporting directly to the Head of School. This role oversees all financial operations, HR administration, compliance, and key operational processes that support the mission of the school. The CFO/Controller works closely with the Admissions Team, campus leadership, and the Board Finance Committee to ensure strong stewardship of the school's resources.

Mission Alignment

The ideal candidate is a committed follower of Christ who desires to use their financial and administrative gifts to support Christian education. The CFO/Controller is expected to model integrity, humility, and professionalism while contributing to a Christ-centered school culture.

Qualifications

- Bachelor's degree in accounting, Finance, Human Resources, or related field
- CPA preferred
- 6–10+ years of progressive financial leadership experience
- 5+ years in a Controller or senior finance role
- Strong knowledge of US GAAP and not-for-profit/fund accounting
- Advanced proficiency in financial systems and Microsoft Excel
- Demonstrated experience overseeing HR administrative functions
- Proven leadership skills with experience managing and developing small teams
- Strong business acumen with the ability to oversee all core accounting functions
- Excellent communication, analytical, and problem-solving skills
- Alignment with the mission, values, and statement of faith of the school

Responsibilities

Leadership & Reporting

- Serve as the school's senior financial leader, reporting directly to the Head of School
- Provides leadership and oversight to a small finance team and is responsible for day-to-day supervision, coaching, and performance management.
- Provide timely financial reporting and analysis to the Head of School and Board Finance Committee
- Support strategic planning and resource stewardship initiatives

Financial Management

- Oversee all accounting functions, including general ledger, payroll, AR/AP, tuition billing, and financial aid modeling
- Prepare monthly, quarterly, and annual financial statements in accordance with US GAAP
- Lead annual budgeting, forecasting, and long-term financial planning
- Manage cash flow, banking relationships, and liquidity planning
- Develop KPIs and dashboards to support operational performance

HR Leadership & Compliance

- Oversee all HR administrative functions, including onboarding, payroll, benefits, personnel files, and policy management
- Maintain employee handbooks, HR policies, and compliance documentation
- Ensure compliance with federal and state employment laws
- Partner with principals, the Head of School, and the Athletic Director during hiring processes
- Serve as the primary point of contact for HR-related questions, employee records, and benefits issues

School-Specific Financial Oversight

- Work closely with the Admissions Team to model enrollment scenarios, tuition revenue, and financial aid impact
- Manage restricted funds, donor-designated gifts, and grant reporting
- Support campus operations with budgeting, project costing, and financial analysis

Internal Controls & Compliance

- Maintain strong internal controls and ensure compliance with regulatory requirements
- Coordinate annual audit and tax filings with external auditors
- Oversee risk management functions, including insurance programs and contract review

Systems & Process Improvement

- Lead ERP optimization and drive continuous improvement across finance and HR systems
- Implement best practices to strengthen efficiency, accuracy, and transparency
- Evaluate and enhance financial and HR workflows to support organizational growth

Culture & Leadership Expectations

- Model Christ-centered leadership and professionalism
- Foster a culture of stewardship, accountability, and continuous improvement
- Build strong relationships with faculty, staff, and board members
- Support a collaborative, mission-driven school environment



4363 Sylvanfield Drive
Houston, TX 77014-1620
Phone (281) 440-1060
Fax (281) 440-7572
northlandchristian.org

Preferred Skills

- QuickBooks proficiency for accounting and financial reporting
- Google Workspace experience (Docs, Sheets, Drive) for document management and collaboration
- Familiarity with FACTS ERP Tuition management school systems helpful
- Strong data analysis and spreadsheet modeling capabilities
- Ability to streamline workflows and improve system efficiency

Salary Commensurate with Position and Experience

Updated as of May 20, 2026

Where Excellence is Expected