



LOGANVILLE CHRISTIAN ACADEMY

Director of Business & Operations

At LCA our mission is to develop students academically, spiritually, and socially for God's call on their life. As a team member, we strive to support students in each of these areas no matter where we serve.

Core Values:

- We follow Jesus.
- We build relationships.
- We never stop learning.
- We go the extra mile.
- We display integrity.

QUALIFICATIONS

Personal

- Good all-around health
- Gracious, courteous, friendly, likeable
- The ability to communicate well verbally and in written expression
- A servant spirit that can work under authority without pride and self-interest getting in the way
- A spirit of diligence, promptness, and organization
- Flexible

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- A shepherd spirit in caring for the welfare of those under his/her charge

Professional

- Bachelor's degree minimal, advanced degree preferred
- Experience in leading a business and managing finance and operations
- Maintains necessary professional certification(s)
- Evidence of a willingness to continue to grow professionally
- Ability to forge healthy, appropriate relationships with colleagues
- Strong leader and capable of contributing to a healthy team culture
- Exhibits and expects a strong work ethic
- Inspires/expects/demonstrates excellence
- Exercises wise judgement
- Possesses the ability to conduct difficult/delicate conversations with parents, faculty & staff when necessary

REPORTS TO

- Head of School (HoS)

RESPONSIBILITIES

1. Budgeting and managing financial performance
 - a. Work with Asst. CFO and HoS to develop the annual budget
 - b. Monitor the budget on a regular basis
 - c. Provide budgetary information to the HoS and Board monthly
 - d. Provide updated budget analysis to each department leader monthly
 - e. Work with auditor on year end audit
2. Manage banking/lending relationship
3. Personnel issues which could involve potential termination
4. Department of Labor issues
5. Legal issues
6. Manage Student Resource Officer contract
7. Negotiate with contractors
8. Work with HoS on campus expansion
 - a. Working with architect
 - b. Working with civil engineers on stormwater and septic approval
 - c. Work with county officials on all permitting and building approval processes
9. Negotiate purchase of any large asset (land, building, transportation)
10. Establish relationships for potential large donor development
11. Work with the Dir. Of Development on fundraising priorities
12. Assist with tuition management and financial aid
 - a. Meet with families on GOAL Scholarship and tuition assistance
 - b. Meet with families on past due tuition
13. Communicate well with team members, families, and community members about the state of the school and future projections