ORGANIZATION OVERVIEW:
The Christian School Association of Greater Harrisburg (CSAGH), established in 1954, is a 501(c)(3), private, Christian, educational organization composed of Christian parents, educators, alumni, and friends whose purpose is to provide learning opportunities through the establishment of Christian schools. The focus of these schools is to offer educational programs that guide and instruct students to understand the world through a Biblical perspective and to develop and prepare students to use their talents and abilities to function in and impact society. For 63 years, Harrisburg Christian School, a K-12 school in Linglestown, PA, operated under the governance of CSAGH. On January 1, 2017, West Shore Christian School, a Pre-K to 12 school in Shiremanstown, PA, will be acquired by CSAGH to create a regional Christian School System in the Greater Harrisburg area. With Christian schools on both the east and west shores, CSAGH expanded its educational ministry. CSAGH will now consist of two schools on three campuses, nearly 700 students, over 100 Faculty and Staff, and operate a $5.1 million budget. This new Christian educational system creates a historic event that expands Christian school ministry and impacts the Greater Harrisburg area both today and in the future.

JOB REQUIREMENTS
The Christian School Association of Greater Harrisburg (CSAGH), the governing body of Harrisburg Christian School (HCS) and West Shore Christian Academy (WSCA), is seeking an experienced, dynamic Chief Financial Officer (CFO) who is committed to achieving excellence throughout our school. To be eligible for this position, applicants must possess the following:

- A personal relationship with Christ;
- Commitment to the statement of faith, mission, values, and goals of CSAGH;
- Bachelor’s degree or higher; Graduate degree preferred;
- A minimum of 3 years of financial administration and financial leadership experience;
- Demonstrated experience in supervising and motivating staff;
- High level of personal integrity and professionalism;
- High level of organizational and communication skills;
- Demonstrated effective leadership ability

DUTIES INCLUDE
- Oversee the development, implementation and monitoring of the CSAGH System budget that reflects the goals and objectives of the school, and ensure that all departments operate within their approved budgets under System policy, state and federal law.
- Prepare System payroll.
- Responsible to manage employee insurance, retirement, taxes, workers’ compensation, and other employee related data.
- Oversee benefits and insurance, including Workers’ Compensation.
• Assist the Superintendent in the drafting, reviewing, and updating of System policies, and job descriptions. Analyze data and trends in order to project and advise the Superintendent on future direction, vision and decision making, in the best interest of the System and its schools.

• Assume responsibility for the internal auditing of accounts on a regular basis and arrange for an audit or review by an outside firm at Board direction.

• Establish and supervise a program of accounting adequate to record in detail all System financial transactions. Monitor and audit the accounting and financial record management and reporting functions to ensure that established operational procedures, guidelines and internal controls are followed.

• Act as the System liaison between fundraising efforts to ensure fiscal integrity of fundraisers.

• Maintain and supervise the property control records of fixed assets.

• Prepare short and long-range goals for the department, work towards accomplishing these goals.

• Ensure all staff are trained in and abiding by established financial policies and procedures.

KNOWLEDGE OF:

• Principles, methods, best practices and procedures of school system accounting.

• Budget planning, fiscal record management, data processing systems, spreadsheets, budget analysis.

• Legal mandates, policies and regulations pertaining to accounting and fiscal record management and reporting; computer-assisted accounting and fiscal record management systems and equipment.

• Human Resource laws, policies and procedures, including workers’ compensation.

• System personnel procedures, laws, policies and procedures regarding personnel management; group insurance benefit provisions and government regulations as they relate to FMLA and employee benefits (COBRA).

• General business procedures and events in the Greater Harrisburg region.

• Fundraising profit balance ratios.

ABILITY TO:

• Be a positive goal oriented member of the executive team.

• Perform responsible and technical accounting, budget and fiscal planning functions and activities; prepare fiscal, financial and narrative reports in a clear and concise manner.

• Develop & analyze budget, trends, and activities, and make recommendations to the Superintendent, based on the analysis.

• Prepare, review, audit and verify financial statements and related summaries and reports.

• Work quickly, independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.

• Understand and carry out oral and written directions with minimal accountability controls.

• Work harmoniously with others and communicate effectively (both orally and in writing) with a diversity of public and district personnel using tact, courtesy, and good judgment.

• Highly organized, skilled in time management.

CONTACT:

Persons interested in applying for the position of CSAGH Chief Financial Officer should contact Phil Puleo, CSAGH Superintendent, at ppuleo@harrisburgchristian.com.