

For Fall 2026

To A Prospective Director of Finance:

We serve God in Christian schools because we want to make a difference in the lives of students. We get excited when we work with families who truly want to see their children in an educational environment where God is honored and His truth is taught. We understand we are impacting the future as we model a life committed to Jesus.

Pacific Christian Academy first disciples our students to know and love God, while teaching them leadership, life skills, and academic content. All employees work in unity to accomplish the expected student outcomes.

The mission of Pacific Christian Academy is to “offer families a superior Bible-based education that equips student to be socially relevant leaders who are fully prepared for higher achievement.” Each team member accomplishes the mission through fulfilling their job description, which focuses on instilling a love for Jesus in each student and supporting their faith and educational journey. As Finance Director, you direct the school finances in a way that shows your commitment to Him.

Pacific Christian Academy has a rich history of providing Christian education in the Puget Sound region for 43 years. Our Early Education through 12<sup>th</sup> grade will educate approximately 320 students from many nationalities this fall.

Our desire is to hire a qualified Finance Director who has a deep faith in Jesus, and who is committed to leading his/her team with integrity. Our goal is to be good stewards of all the resources God has given us.

We invite you to learn more about who we are at [pacificchristianwa.com](http://pacificchristianwa.com). You will find the employment application under the employment tab. Please submit your application, cover letter and resume to [rwaller@pacificchristianwa.com](mailto:rwaller@pacificchristianwa.com). We anticipate God’s blessing on you and on Pacific Christian Academy as we seek His plan.

Serving Him,

Debbie Schindler  
Head of School

Affiliations





# Pacific Christian Academy

## Job Description

**Title:** Finance Director  
**Employee:**  
**Department:** School Leader  
**Reports to:** Head of School

### Job Summary:

The Finance Director partners with the Head of School in carrying out the business operations of the school in accordance with the school's Statement of Faith, mission, applicable federal and state laws, GAAP, and within the framework of School Board policy. He/She supervises the finance department in all of their duties. He/she prepares and executes the annual budget and participates in the training of finance department personnel. He/she supervises the preparation of the monthly financial reports for the Head of School as well as various internal management reports.

### Required Spiritual Qualities:

It is expected that the PCA School Leader will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit-filled Christian who is in agreement with the PCA mission and vision, Statement of Faith, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual impact on others:
  - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
  - Be committed to God's biblical standards for sexual conduct.
  - Share the Christian faith with others.
  - Have a Christ-centered home.
  - Actively participate in a local Bible-believing church.
- Evidence the fruits of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every way.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.

## **Essential Duties and Responsibilities:**

- Lead the finance staff to analyze financial issues and develop solutions which ultimately improves daily operations.
- Manage, supervise and/or perform required duties in the following areas: Tuition Management, Cash Management, Investments, Federal and State Tax documents, and Auditing.
- Establish and maintain the accounting systems necessary to provide the HOS with accurate financial facts as the basis for formulating policies and decisions.
- Oversee the preparation and accuracy of monthly and annual financial reports and other reports required by the HOS.
- Oversee all banking functions in the school.
- Provide and maintain internal controls to ensure compliance with financial policies and procedures.
- Prepare and oversee the preparation of statistical and financial reports. Ensure that report formats meet state, local, and school reporting requirements.
- Supervise tuition collections, including delinquent accounts, and prepare appropriate reports.
- Responsible for budget preparation, including forecasts of enrollment and projected school priorities. Monitor line items and report on significant variances. Maintain, monitor, and document all general ledger accounts.
- Provide leadership in determining the annual tuition increase.
- Ensure a timely review of all documents and preparation of the annual financial report.
- Invest the school funds, with approval from the HOS, to ensure effective cash flow in a manner that provides maximized returns at minimized risk levels.
- Oversee strategic financial projects and provide leadership to each aspect of those projects.
- Oversee purchasing.
- Work with the School Board Treasurer in reporting on funds management as requested.
- Manage the year end close and prepare associated financial reports.
- Stay abreast of school finance reform and other school issues.
- Attend finance and other job-related meetings assigned by the HOS.
- Perform any other duties as assigned by the HOS to ensure the efficient operation of the Finance Office.

## **Required Personal Qualities/Functions:**

It is expected that the PCA School Leader will ...

- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Attend Open Houses, Student Showcases, and events as requested by the Head of School.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating them with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of PCA and the local community.
- Place her/his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

**Required Professional Qualities/Functions:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- **Education and Experience:** Bachelor's Degree in Business Administration with a major in accounting or related field. Minimum of five years' experience in the areas of accounting, payroll, reporting, budget preparation and analysis, and listed essential duties.
- **Language Experience:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, finance correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the HOS, school board, school leaders, parents, and the general public. Able to effectively communicate in oral and written formats.
- **Mathematical Skills:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations. Able to understand, create, and use spreadsheets and other data analysis formats.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Other Skills and Abilities:** Proficiency with computer applications. Able to supervise team members effectively. Ability to apply knowledge of current research and theory in specific field. Demonstrate strong human relations, communication, and organization skills. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all school requirements and policies.

**Summary of Essential Job Functions:**

- Able to listen carefully and respond with grace and understanding to all members of the school community.
- Able to manage time and prioritize daily and weekly tasks.
- Able to manage the physical, emotional, and mental aspects of the job.
- Able to walk forward and backwards.
- Able to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.

**Work Hours and Compensation:**

The Finance Director is a full-time, year-round position. The full-time director is on campus Monday – Friday, 7:30 a.m.-3:30 p.m., as he/she follows the academic calendar. Salary is based on qualifications and work experience. The full-time salary of \$60,000 - \$80,000 is based on qualifications and work experience. Full-time benefits include a 100% PCA full time student tuition discount for eligible EE-12 dependents, 100% of base life insurance, and 75% of medical and dental insurance premiums. This may also be a part-time position.

**Please Note:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.