



**Southwest
Christian
School**



CHIEF FINANCIAL OFFICER

**SOUTHWEST CHRISTIAN SCHOOL
FORT WORTH, TEXAS**



INTRODUCTION

Southwest Christian School (SCS) is seeking a strategic, faithful, and mission-driven leader to serve as its Chief Financial Officer. Founded in 1969, SCS is a Christ-centered, college-preparatory school in Fort Worth, TX, serving approximately 1,000 students in grades Pre-K through 12 within a vibrant, faith-focused community. The mission of Southwest Christian School is to provide a Christ-centered, college-preparatory education that graduates young adults equipped as Christian leaders in the world—an enduring purpose that informs every decision the school makes and undergirds its academics, spiritual life, and community life. With a nationally recognized curriculum taught from a biblical worldview and enriched by weekly chapel, global learning opportunities, and strong extracurricular programs, SCS prepares students not only for college but for meaningful leadership and service in a rapidly changing world.

The Chief Financial Officer (CFO) reports directly to the Head of School and is a member of the senior leadership team. The CFO is responsible for the financial integrity of the school and will be responsible for the management of the financial operations, business contracts, procurement, and related functions. The CFO must be an effective leader who can manage information, people, and processes. As such, she/he must be skillful in dealing effectively with a wide variety of issues, situations, and problems in collaboration with leadership, the Board, employees, and parents. The CFO must be able to produce consistently high-quality work, inspire, and motivate others to work toward school goals.

MISSION STATEMENT

"Southwest Christian School provides a Christ-centered, college-preparatory education that graduates young adults equipped as Christian leaders in the world."



CORE PILLARS

Academically Excellent

SCS is a college preparatory school committed to preparing our students to be leaders in a rapidly changing world. Our nationally-recognized and award-winning curriculum is built around pertinent ideas, creative problem-solving strategies, and purposeful practice.

Globally Minded

SCS is recognized nationally and internationally for its global education initiatives. Spanish language instruction supports cultural competencies through our broad international studies programming.

Distinctively Christian

SCS is an interdenominational Christian school. Biblically integrated curriculum is taught by teachers who daily model the Christian life and reinforce the values of home and church.



- ◆ *Academically Excellent*
- ◆ *Globally Minded*
- ◆ *Distinctively Christian*

STATEMENT OF BELIEFS

We believe...

...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.

...there is one God, eternally existent in three persons—Father, Son, and Holy Spirit.

...in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of God, His personal return in power and glory.

...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that we are justified on the single ground of faith in the shed blood of Christ and that, only by God's grace and through faith alone, we are saved.

...in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation.

...in the spiritual unity of believers in our Lord Jesus Christ, who is the way, the truth, and the life.

...in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

...the term marriage has only one meaning: uniting of one man and one woman in a single, exclusive union, as delineated in Scripture, and that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

...God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God.

SCS

AT A GLANCE

FOUNDED

1969

ENROLLMENT
PREK-12

1000+

14:1

STUDENT TO
FACULTY RATIO

SCHOLARSHIPS
RECEIVED BY THE
CLASS OF 2025

\$11.6M

8,267

HOURS OF COMMUNITY
SERVICE DONATED BY
THE CLASS OF 2025

220

FACULTY
(FT/PT/STAFF)

FACULTY WITH
ADVANCED DEGREES

43%



ACADEMICS

Southwest Christian School is a Christ-centered, college-preparatory school committed to providing a rigorous, research-based core curriculum that prepares students for successful college careers and lifelong learning. Beginning in early childhood and continuing through the senior year, academic programming is systematically aligned with state and national standards, with content and course offerings reviewed on a three-year cycle to ensure instruction remains current and relevant. Faculty and staff are devout believers who are continually growing in their faith and intentionally infuse scripture and Christian worldview truth throughout classroom instruction, creating an academically challenging environment grounded in biblical truth.

Across each division, Southwest Christian emphasizes the development of the whole child—academically, spiritually, and socially. In elementary school, students build strong foundations in Bible, language arts, mathematics, science, and social studies while developing critical thinking, effective communication, and problem-solving skills, supported by enrichment opportunities that foster creativity, global awareness, and responsible technology use. Middle school programming supports a pivotal season of growth through increased academic rigor, moral education, and opportunities for self-discovery, helping students understand their place in God's story. At the high school level, students engage in a college-preparatory curriculum that includes Advanced Placement and dual credit coursework, standardized test preparation, and comprehensive college counseling, equipping graduates with the academic readiness, faith foundation, and confidence needed for success beyond Southwest Christian.



THE ARTS

The Southwest Christian School Arts Department develops an appreciation of the arts from process to product. SCS seeks to awaken students to the God-given talents in them, educate them in the disciplines of the arts, and build on the school's legacy of excellence with Christ at its center. Students engage in a rich curricular arts education beginning in elementary school with music and visual arts as core components, and additional opportunities in beginner band, studio art, theatre arts, and choir to deepen their artistic experience. Across divisions, visual arts students receive professional direction and encouragement, create differentiated portfolios grounded in the Elements of Art and Principles of Design, and showcase work in formal gallery exhibits.

Theatre arts fosters performance skills, empathy, communication, and stagecraft, with advanced honors options, while the music program develops confident vocal and instrumental musicians with strong proficiency in theory, composition, and performance. The department also includes Media Arts electives – such as Yearbook, Broadcasting & Communications, and Audio/Visual Production – where students learn technical and conceptual tools for visual storytelling and media engagement. Through these varied and Christ-centered opportunities, SCS cultivates creativity, skill, and artistic excellence in every student.





ATHLETICS – THE EAGLES

SCS's athletics program gives students a dynamic platform to learn life lessons through sports and grow as Christian leaders in the world. The Eagle Athletics program promotes sportsmanship, teamwork, and character development, where coaches emphasize team play over individual recognition and encourage athletes to reflect Christlike conduct both on and off the field. At the elementary level, athletics encourages the health and well-being of the whole child, incorporating health and personal fitness practices and offering seasonal opportunities such as volleyball, cross country, football, cheer, and basketball. Students in middle and high school can participate in a broad array of sub-varsity and varsity sports, with programming that includes 18 competitive teams that often contend at the championship level, supporting students' physical growth, discipline, and leadership in a Christ-centered environment.



ATHLETIC OFFERINGS

Baseball
Basketball
Cheerleading
Cross Country
Dance
Football
Golf
Power Lifting
Soccer
Swim
Softball
Tennis
Track & Field
Volleyball





SPIRITUAL AND STUDENT LIFE

The spiritual life program at SCS focuses on the spiritual growth of students through a framework of servant leadership and the development of a biblical worldview, with the Bible serving as the foundation for all instruction and formation. SCS seeks to prepare students with a strong knowledge of Scripture and the ability to apply biblical teachings to real-life circumstances by intentionally integrating faith and learning across all divisions. Students participate in weekly Chapel services and worship opportunities centered on an annual theme designed to deepen their walk with Christ and their understanding of what it means to live an abundant Christian life. In addition, Bible instruction is woven into the daily classroom experience, and the Bible Department provides a variety of experiences throughout the year that support spiritual formation and challenge students to view the world through a lens of service and growth.

Student life at Southwest Christian School extends this foundation beyond the classroom and is intentionally designed to engage students of all grade levels in meaningful experiences. Through a wide range of co-curricular opportunities, students are encouraged to explore interests, build relationships, and develop confidence, leadership, and responsibility. Participation in arts, athletics, clubs, and grade-level experiences fosters community, collaboration, and personal growth, reinforcing the school's commitment to developing the whole child within a supportive, Christ-centered environment.



FACULTY AND LEADERSHIP

Southwest Christian School's faculty and leadership team are dedicated to nurturing students academically, spiritually, and personally within a Christ-centered community. Educators are committed not only to academic excellence but also to building authentic relationships, intentionally connecting with students and guiding them toward a deeper relationship with Christ. Since 2016, President and Head of School Brian Johnson has led the school to become a vibrant, flourishing community where students are known, a place where teachers and coaches strive to connect with young people, pour into them, and point them toward the light of Christ. The leadership team supports faculty and students alike, ensuring Southwest Christian remains a vibrant, flourishing community where faith, learning, and character development are deeply integrated.

ACCREDITATION AND MEMBERSHIPS

Southwest Christian School is accredited both nationally and regionally. SCS is fully accredited through the Association of Christian Schools International (ACSI), which is approved by the Texas Private School Accrediting Commission (TEPSAC), and is also accredited through Cognia/AdvancED. SCS is a member of the Texas Association of Private and Parochial Schools (TAPPS). Other memberships include the National Association of Independent Schools (NAIS), the Private Schools Interscholastic Association (PSIA), the National Association for College Admission Counseling (NACAC), the North American Coalition for Christian Admissions Professionals (NACCP), the National Business Officers Association (NBOA), and the Texas Private School Association.



THE POSITION - CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) reports directly to the Head of School and is a member of the senior leadership team. This position works in close and regular collaboration with the Head, Board of Trustees, and senior administrators to ensure adequate resources—human, financial, and operational—are available to support the excellence of the program and its people, providing strategic direction and overseeing all matters related to finance, budget, facilities and operations, capital renewal and planning, life/safety, legal affairs, risk management, and related policies and procedures. Direct reports to the CFO include the Director of Accounting, Tuition Manager, Facilities Manager, Auxiliary Programs Manager, and Food Service Director (third-party contractor).

The CFO is responsible for the financial integrity of the school and will be responsible for the management of the financial operations, business contracts, procurement, and employee benefits. The CFO will serve as a sounding board to the Head of School as well as the Board of Trustees and will be expected to explore non-traditional revenue streams for the school. The CFO directs the preparation of all fiscal reports and prepares, presents, and interprets reports for the Head of School, the Finance and Executive Committees, as well as the Board of Trustees.

The CFO must be an effective leader who can manage information, people, and processes. As such, she/he must be skillful in dealing effectively with a wide variety of issues, situations, and problems in collaboration with leadership, the Board, employees, and parents. The CFO must be able to produce consistently high-quality work, inspire, and motivate others to work toward school goals.

KEY RESPONSIBILITIES

- Work closely with the Head of School and other senior staff in short- and long-term strategic planning; establish and maintain strong relationships with staff to identify their needs and seek a full range of business solutions.

- Partner with the Head of School and Board of Trustees to develop a strategic plan, financial strategy and scenarios, and long-range financial models.
- Oversee the development and management of the operating budget, including recommending tuition and fee schedules and salary increases.
- Lead the financial relationship with Board committees (Finance and Campus Master Plan) and Investment Subcommittee. Work closely with the committees and provide them with an independent perspective on the organization's finances, facility needs, budgeting, and strategic planning.
- Present financial reports at Finance Committee and Board meetings.
- Evaluate long-range economic trends and develop projections for future enrollment; research and provide analysis of opportunities for best use of campus, possible campus expansion, and alternative revenue strategies to strategically enhance financial performance.
- Supervise all business and financial operations of the school, ensuring efficient and effective processes are in place for tracking and managing the school's finances.
- Develop, plan, and recommend necessary changes to current practices and procedures for proper financial and operational controls, prioritizing clear and ongoing communication from the business office.
- Directly manage cash flow and banking relationships, including negotiation and utilization of credit facilities and cash management processes.
- Operate and/or supervise the business office, information technology, building and grounds, food services, and auxiliary programs. Serve a key role in the employee and vendor contract processes as well as in legal matters, insurance, and employee benefits.
- Oversee school-wide risk management, working with leaders across the organization to identify and mitigate risk, and ensuring proper controls and insurance coverage are in place.



KEY RESPONSIBILITIES CONT...

- Work closely with Enrollment Management to develop a financial aid strategy and funding, including, but not limited to, shaping the financial aid program. Manage the preparation of monthly and annual financial reports, including the annual audit.
- Oversee collection of tuition revenue, purchasing, payroll, and benefits programs; ensure compliance with federal and state laws and regulations.
- Coordinate annual submission of data to DASL and other organizations as applicable.
- Represent the school at various regional and state associations relative to the role of CFO (TXCPA, NBOA, ACSI, NAIS).
- Manage the development of a roadmap for information technology to support the School's Education Technology plan and programs.
- Serve as a liaison in connection with construction projects in process; assist in planning and managing all future capital improvement projects. Serve as liaison to public agencies, city, county, and state for issues of institutional concern.
- Lead the school through evaluation, selection, and implementation of a new accounting platform in anticipation of a required change for the 2026-27 School Year.
- Assume other assignments as determined by the Head of School.

QUALIFICATIONS

- Dedicated Christian with an active membership in church who models Christian values, integrity, and spiritual leadership.
- BBA in Accounting or Finance from an accredited four-year institution.
- CPA or MBA is required.
- Mature servant-leader with at least 8 years of broad finance and operations-related experience; background in an educational institution or not-for-profit is preferred.
- Creative, strategic, and forward-thinking with experience in major institutional capital improvement projects highly desirable; ability to provide sound financial expertise to position the school for continued growth.
- Excellent written and oral communication skills; strong organizational ability. Assured public presence and comfort level with faculty, staff, Board of Trustees, parents, and high-level donors.
- Ability to communicate the case for support in lay terms to trustees and other stakeholders.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Strong analytical/problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Demonstrated ability to deal with unexpected events, uncertainty, and change management. Ability to manage multiple projects across functions and timely resolution of issues.
- Excellent budgeting and financial reporting background; knowledge of not-for-profit accounting and regulatory reporting.
- Strong management skills and the ability to work closely with diverse groups of people, including employees at all levels, vendors, suppliers, and other outside professionals with whom the organization deals with on a regular basis.
- High level of integrity, dependability, and sound judgment.





SEARCH PROCESS

The Southwest Christian School search is underway to appoint a new Chief Financial Officer who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School. SCS has engaged NextEd to provide support. Compensation will be competitive with comparable private schools in the area.

All candidates will be treated with the utmost confidentiality and discretion. Interested candidates should apply online through [NextEd's website](#). The online application will include specific personal information and the following required uploaded documents:

- Interest cover letter
- Resume
- Statement of personal Christian faith

Candidates who are invited to continue in the process as semifinalists will have a second round of data collection to include other information deemed important to the search. Semifinalists will also participate in a one-way recorded video interview.

Please direct all inquiries to:

COMMUNICATION

Please direct all inquiries to:

Talin Unruh
Talent Acquisition Manager
720.822.0505
talin@next-ed.com

CLICK HERE TO APPLY