

Job Title: Director of Accounting and Finance

Organization: Bynum School

Location: Midland, TX

Closing Date: 01/31/2026

Job Description:

The Director of Accounting and Finance serves as the chief finance and accounting officer for Bynum School and is a key member of the senior management team. This position is responsible for developing and executing a financial strategy that supports Bynum School's mission, growth, and business plans. The Director oversees all finance, treasury, accounting, budgeting, tax, information technology, and audit activities. This role ensures the integrity of internal and external financial systems, controls, and reporting standards, and provides timely financial, statistical, and operational information.

Education:

Bachelor's degree required; degree in Accounting or Finance preferred CPA and/or MBA strongly preferred HR experience is a plus

Experience:

Nonprofit organization experience preferred

Requirements: Successful completion of a background check Number of Days: According to the school calendar and fiscal reporting requirements

Major Responsibilities:

Senior Management Leadership- 1. Build strong, collaborative relationships with the Executive Director, Director of School Programs, and Director of Development. 2. Participate in strategic planning and execution of organizational initiatives. 3. Demonstrate strong business acumen, strategic thinking, and creative problemsolving.

Board Relations- 1. Maintain a strong and trusted relationship with the Board of Directors and its committees. 2. Anticipate financial reporting needs and present clear, accurate information regarding performance, budgets, and special projects. 3. Collaborate with the Endowment Board to monitor investments and performance of endowment funds.

Treasury Management- 1. Oversee cash flow management, short- and long-term financial forecasts, and investment of excess cash. 2. Manage debt obligations and relationships with financial institutions. 3. Ensure adequate liquidity to support ongoing operations.

Planning and Analysis- 1. Lead annual budgeting processes in collaboration with senior management and the Board. 2. Monitor results against budgets and strategic plans; provide analysis and recommendations. 3. Support financial analysis for special initiatives, capital projects, and program expansion. 4. Responsible for evaluating employee benefits, including insurance and maintaining benefit records.

Accounting and Reporting- 1. Oversee all areas of accounting, ensuring GAAP compliance, including accounts payable, accounts receivable, payroll, and financial reporting. 2. Maintain and enhance accounting policies, procedures, and internal controls. 3. Manage external reporting and ensure compliance with applicable laws and standards. 4. Collect and review student grant applications and prepare information for committee approval. 5. Coordinate planning, financial reporting, and reconciliation for fundraisers with the Director of Development. 6. Prepare the annual financial report and oversee the annual audit. 7. Approve payroll each period and manage employee benefits enrollment.

Development & Foundation Relations- 1. Partner with the Executive Director and Director of Development to maintain strong relationships with donors, foundations, and community partners. 2. Prepare financial components of grant proposals and required donor reports.

Risk Management- 1. Manage insurance policies, contracts, credit applications, and risk management programs to protect the organization. 2. Communicate any building or organizational needs to Executive Director based on guidance from insurance agent. 3. Oversee various Human Resource functions, such as workers' compensation claims and unemployment claims.

Systems Management- 1. Ensure financial systems support organizational needs and enhance productivity, accuracy, and efficiency. 2. Maintain a flexible, evolving reporting environment that aligns with organizational growth.

Tax Compliance- 1. Ensure that Bynum School complies with all aspects of the IRS 501(c)(3) regulations to maintain the designated tax-exempt status. 2. Stay current with all State regulations pertaining to tax exemptions and fundraising events. 3. Comply with all reporting requirements.

Skills- 1. Proficient in Excel, Adobe, Word. 2. Superior written and verbal communication skills. 3. Strong analytical skills. 4. Ability to work independently and in collaboration with Executive Director and colleagues.

Working Conditions:

Work is performed in a comfortable, well-lit, air-conditioned and heated office environment

Disclaimer: The above statements describe the general nature and level of work performed in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Required education may be supplemented with relevant experience or certifications as determined appropriate by the hiring manager. Bynum School is an equal opportunity employer and does not discriminate on

How To Apply: Apply online at BynumSchool.org or email your resume to Keri St. John at kstjohn@bynumschool.org.