THE MASTER'S ACADEMY INTERNATIONAL

# JOB DESCRIPTION

## INFORMATION

**Job Title:** Vice President of Finance and Accounting
**Department:** Finance
**Reports To:** Executive Vice President
**Status:** Full Time
**Classification** Exempt / Salary
**Effective Date:** October 20, 2026

## SUMMARY

The Vice President of Finance and Accounting provides strategic and operational leadership for TMAI's finance function. This role safeguards financial integrity, supports mission-informed decisions, and ensures sound planning, reporting, stewardship, controls, and compliance. The Vice President leads the finance team, works closely with the President, Executive Vice President, Board, department leaders, and external advisers, and delegates transactional work appropriately while retaining accountability for the overall function.

## ESSENTIAL FUNCTIONS

**Financial Leadership, Planning, and Board Support**

- Lead the annual budgeting process, quarterly forecasting, and rolling five-year financial outlook for domestic and international ministry activities.
- Provide the President, Executive Vice President, and Board with timely financial reporting, cash and reserve outlooks, variance analysis, key risks, and decision-oriented recommendations.
- Prepare Board and Finance Committee financial packages and support Board approval of budgets, reserves, financial policies, and significant financial commitments.
- Provide sound business judgment, strategic analysis, and financial modeling, including analysis of significant ministry investments and initiatives.

**Accounting, Treasury, and Internal Controls**

- Oversee the monthly and annual close; accurate accounting for restricted and unrestricted funds; reconciliations; payroll; payables; receivables; and other core accounting processes.
- Maintain strong financial policies, segregation of duties, approval authorities, documentation standards, fraud-prevention practices, and internal controls in partnership with the outsourced Controller.
- Oversee cash flow, banking relationships, reserves, investments, insurance, and financial commitments; ensure appropriate liquidity and competitive banking services.
- Lead the annual audit and tax-filing process, address audit recommendations, and maintain an effective calendar for audit, tax, grant, and regulatory obligations.

**Grants, Donor Stewardship, and International Support**

- Oversee Board grant processes, financial reporting, budget review, and financial standards for member schools and other supported ministries.
- Ensure donor-designated gifts, institutional grants, and other restricted funding are recorded, administered, monitored, and reported in accordance with donor intent and grant agreements.
- Establish risk-based financial due-diligence, documentation, monitoring, and reporting processes for grants to unaffiliated domestic and international partners, in consultation with legal and tax advisers as appropriate.
- Oversee international budget compilation, grant-use reporting, wire-transfer controls, and appropriate safeguards related to cross-border payments and partner compliance.
- Develop practical financial templates, guidance, and training for supported ministries; travel internationally two to three times per year as needed.

{*Essential Functions Continued…*}

**Compliance, Systems, and Team Leadership**

- Ensure compliance with applicable accounting standards, IRS and nonprofit reporting requirements, donor restrictions, payroll obligations, ECFA standards, and relevant financial policies.
- Lead the organization's financial-risk management process and partner with leadership and external advisers on broader organizational risks.
- Improve financial systems, reporting tools, processes, and accounting policies to strengthen accuracy, efficiency, transparency, and service to internal departments.
- Directly supervise, develop, and evaluate the Senior Accountant and Payroll Administrator; establish documented procedures, cross-training, and appropriate use of outsourced resources.
- Partner with Development, Operations, and other departments to ensure stewardship of all revenue channels and effective financial support for ministry priorities.
- Lead, coach, and develop a team of finance and accounting professionals (senior accountant, payroll administrator, and controller), including hiring, goal-setting, performance reviews, and succession planning.

## COMPETENCIES

- Mastery of budgeting, forecasting, reporting, internal controls, audit coordination, and financial strategy; nonprofit leadership experience strongly preferred.
- Strong team building, leadership, and development skills.
- Working knowledge of U.S. GAAP, nonprofit fund accounting, restricted gifts, and nonprofit tax and reporting matters. Experience with international grantmaking or missions/ministry finance is preferred.
- Advanced Excel and financial-modeling skills; proficiency with financial systems and Microsoft Office applications.
- Exceptional analytical, organizational, written, oral, and interpersonal communication skills, including the ability to explain financial matters to non-financial audiences.
- High integrity, sound judgment, attention to detail, and a demonstrated commitment to TMAI's mission and to world missions.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of The Master's Academy International and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Education: Bachelor's degree in finance, accounting, business administration or a related field preferred.
- Experience: Minimum of 7 years of progressively responsible finance and accounting experience, including budgeting, forecasting, reporting, internal controls, audit coordination, and financial strategy; nonprofit leadership experience strongly preferred. Minimum of five years leading and developing teams with direct responsibility for hiring, performance management, and professional development of finance staff.
- Have an advanced Excel, computer proficiency and in-depth knowledge of Microsoft Office.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Exercise confidentiality, good judgment, and discernment.
- Excellent interpersonal skills to effectively lead team.
- Reading and comprehending correspondence is imperative.

## WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Prolonged sitting and or standing to work at a desk on a computer.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Location: In Office with possibilities to work a hybrid remote schedule.

## BENEFITS

- Pay Range: (based on experience and skill level)
- PTO
- Paid Holidays
- Health, Dental, and Vision Insurance
- Participation in TMAI's 403(b) retirement plan with matching contributions up to 6% (Optional)
- Company-Branded Apparel and Event-Based Merchandise
- Job-Essential Equipment and Software

## APPLICATION PROCESS

**How to Apply:**

Interested candidates should submit their resume with cover letter to hr@tmai.org. **Please include "Vice President of Finance and Accounting – [Your Name]" in the subject line.**

(By applying for this position, you acknowledge that you agree with 'What We Believe' as found on our website. https://www.tmai.org/about-us/what-we-believe/)

**TMAI**
**Human Resources Department**
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