

**DIRECTOR OF FINANCIAL PLANNING & ANALYSIS
PARISH EPISCOPAL SCHOOL – DALLAS, TEXAS**

POSITION OBJECTIVE: Develop, implement and maintain an effective planning and analysis capability that will provide senior leadership with appropriate analytical tools to establish goals and measure performance, including review of capital spending projects, tuition revenue, other revenue and use of operating funds. Manage school-wide budgeting of revenue and expenses.

QUALIFYING CHARACTERISTICS: Experience managing a multi-million dollar budget. Able to generate customized reports in Blackbaud's FE software. Ability to analyze and organize complex sets of information and present ideas and numbers clearly (written and verbal). A team player with strong interpersonal skills to communicate productively and professionally with business office colleagues, as well as the entire school community and wide variety of school constituents. Prior experience in an educational environment is a plus. Flexibility in work schedule, as needed. A four-year degree in Business Administration, CPA or MBA required. Minimum of five years of professional finance experience required.

Qualified candidates should download and submit required application materials to the Director of Human Resources at lsavage@parishepiscopal.org.

How to apply:

<http://www.parishepiscopal.org/page.cfm?p=331>