

Director of Finance and Operations

Revised 12/2012

Responsibilities:

Financial Administration Functions:

- Responsible for budget monitoring, management and reporting, with input into budget development;
- Prepare monthly financial reports for Board approval and post on school website;
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting, as well as helping with the solicitation of financial support for the school including corporate and private donations;
- Prepare drawdown requests for state funds;
- Manage and reconcile school's petty cash funds;
- Provide financial oversight, including invoice approval and developing the substitute teacher budget;
- Manage accounts payable, receivable and payroll processes;
- Prepare materials in conjunction with the Principal for Board of Directors meetings;
- Serve as liaison to Board of Directors on financial issues and questions;
- Oversee the year end audits as well as any site audits from state or federal agencies.

Operational Functions:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management;
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts;
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process;
- Coordinate technology implementation (planning, procurement, and training);
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, administrative assistant and teachers to meet enrollment targets;
- Prepare reports on site operations;
- Manage all operational and logistical projects for start-up operations;
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

Human Resource Management Functions:

- Manage day to day activities of designated non-instructional staff;
- Implement and oversee policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.);
- Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters. providing follow-through with candidates. supporting hiring

managers, reporting recruiting statistics and overseeing the processing of all new hire paperwork;

- Draft and update job descriptions;
- Serve all employees, including teachers and school administrators, by handling day to day questions and helping resolve work-related problems;
- Implement fingerprint-supported background checks and teaching certification of all applicable employees.
- Administer employee benefit programs, answer employee questions, support claim resolution, and maintain related systems.
- Responsible for new hire, termination, and change of status forms with payroll;
- Serve as employee liaison to assist in problem resolution with issues related to benefits, deductions and pay;
- Coordinate and ensure completion of employee exit interviews. Report outcome of exit interview information to management and tracks/maintains data;
- Ensure compliance with applicable employment laws and regulations;
- Maintain personnel files for all employees;
- Lead orientation for new hires;
- Lead annual performance reviews for non-instructional staff;
- Perform other duties as assigned by the Principal.

Qualifications:

- Bachelor's Degree in Business, Accounting or Finance, graduate degree or CPA preferred but not mandatory;
- Demonstrated success in managing budgets of \$5 million or more;
- Demonstrated success in managing contracts of up to \$500,000;
- Knowledge of accounting, financial modeling and cost analysis techniques;
- Experience in managing and enforcing service level agreements and contracts for outsourced services;
- Experience working in education organizations preferred, but not mandatory;
- Experience with staffing processes and human resource policies and procedures;
- Operation and facility management experience;
- Demonstrated ability to manage staff of exempt and nonexempt employees;
- Demonstrated drive, commitment and sense of urgency that inspires others to achieve results;
- Implement and monitor relevant work procedures in line with defined standards;
- Request input from others to work towards a more effective outcome;
- Hold employees/colleagues accountable for achieving results and publicly acknowledges effective performance;
- Demonstrated good judgment; approachable and professional; solid problem solving skills; self-motivated; ability to multitask, and well organized;
- Working knowledge and experience with QuickBooks strongly preferred;
- Proficient in Microsoft Office: Excel, Access, Word, and PowerPoint.