

# DIRECTOR OF FINANCE

## PROFILE & POSITION DESCRIPTION

*an opportunity to train  
students' minds, disciple their  
hearts, and bring light to the  
city - one child at a time*



The City School

LUX URBI LIGHT TO THE CITY

who

The City School is a Pre-K to 12 school located in Philadelphia, PA, USA.

you

Our vision is for more and more children to flourish in the city in Jesus' name.

learn

We are comprised of three campuses:

- Spruce Hill (K-5)
- Fairmount (PreK-5)
- Poplar (6-12)

with

With a current enrollment of nearly 430 students, we are committed to honoring Jesus in the city through an excellent and accessible education that nurtures shalom.

matters

# our mission

*is to train students' minds, disciple their hearts, and bring light to the city - one child at a time.*

The City School is aligned around the biblical concept of shalom which shapes faith formation calling all to peace with God, with self, with others, and with all of creation.

Being shaped around shalom requires a diverse community of learners, dreamers, influencers, artists, athletes, and scholars. We span the spectrum of race, socioeconomic background, academic strengths, and faith traditions.

A City School education is not the simple accumulation of skills and knowledge, but instead the nurture of minds and hearts towards the transformation and healing of the world. The City School seeks to grow leaders whose use of their talents is characterized by service and love.



# shalom

Seek the shalom of the city where I have sent you into exile, and pray the Lord for it, for in its shalom you will find your shalom.

**Jeremiah 29:7**



# director of finance position description

**The City School | Philadelphia, PA, USA**

You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

**Matthew 5:14-16**



# position and objective summary

The Director of Finance is responsible for the financial, administrative, and risk management operations of the school, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve school assets and report accurate financial results.

The ideal candidate will be/have:

- A Christian committed to God's glorying, characterized by irreproachable Christian character, and a member of a local church.
- Strong and proven verbal and written communications skills.
- Excellent interpersonal and relational skills: a friendly, poised, and professional demeanor, and modest, professional dress; tactful, courteous, energetic, and polite.
- Ability to maintain strict confidentiality at all times.
- Ability to work independently and make decisions in accordance with the Head of School expectations, established school policies and procedures and school mission and core values.
- Ability to plan, set priorities, and implement work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Strong computer skills including word-processing, spreadsheet, presentation creation, social networking, and web-based technologies. The ability and willingness to adapt and upgrade computer skills if needed; and ability to quickly learn and utilize new technologies.

## desired qualifications

The Director of Finance and Administration should have a degree in accounting or business administration, or equivalent business experience, as well as 5+ years of progressively responsible experience. Should have experience in partnering with an executive team, and have a high level of written and oral communication skills. Preference will be given to candidates with an MBA in Finance and the Certified Public Accountant or Certified Management Accountant designations.

Reports to/Supervises: Reports to Head of School; Supervises Business Manager, Business Office Assistant, Facilities Manager

# position responsibilities

## Planning

- Monitor and direct the implementation of strategic business plans and ongoing sustainability
- Manage the operating, capital and strategic budgeting processes
- Develop and maintain performance measures that support the organization's strategic direction
- Ongoing financial reporting and budget management to the Head of School, board of directors and responsible staff leadership
- Oversee and coordinate bookkeeping and financial analysis

## Funding

- Enhance and maintain systems to monitor and forecast cash balances
- Manage relationships with banks, insurance and retirement brokers, and other business office relationships
- Manage and advise endowment investment strategy

## Operations

- Participate in key decisions as a member of the senior leadership team
- Oversee all payroll, compensation and employee benefit matters
- Coordinate efforts related to information technology infrastructure
- Manage all facilities contracts and implementation of facilities' projects

## Risk Management

- Understand and mitigate key elements of the school's risk profile
- Construct and monitor reliable control systems across business office and all campuses
- Maintain appropriate insurance coverage
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the Finance committee of the board of directors
- Maintain relations with external auditors and investigate their findings and recommendations

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## qualified applicants should submit

- Cover letter expressing your interest in the position.
- Current resume.
- Statement articulating the applicant's personal Christian faith and practices.

Please submit application documents to:  
Mrs. Shanté Brown Major  
[sbrownmajor@cityschool.org](mailto:sbrownmajor@cityschool.org)



[cityschool.org](http://cityschool.org)