

DIRECTOR OF FINANCE & OPERATIONS

The City School is a growing academic institution with two campuses, in Philadelphia, PA, whose mission is to train students' minds, disciple their hearts and bring light to the city—one child at a time. We are looking to hire a full time Director of Finance & Operations who is responsible for the financial, administrative, facilities, technology 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 Director of Finance & Operations reports directly to the Head of School.

QUALIFICATIONS

- Should have experience in partnering with an executive team and have strong and proven verbal and written communications skills.
- Have excellent interpersonal and relational skills: a friendly, poised, professional demeanor and 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 use of Microsoft products (Word, Excel, Powerpoint, Outlook) as well as Google Suite. The ability and willingness to adapt and upgrade computer skills if needed; and ability to quickly learn and utilize new technologies.
- A minimum of a Bachelor's degree in accounting or related field, from an accredited institution; preference will be given to candidates with an MBA in Finance, Accounting, Business Management or related field
- 3 or more years of experience with a firm grasp of accounting principles, preferably with a background in educational or general nonprofit accounting
- Experience with Quickbooks Online and Sage accounting software a plus
- Analytical, detail oriented, and able to apply successful research skills
- Desire to work in a multi-racial, urban, Christian School and relentless pursuit of academic excellence

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus Christ
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to and willing to sign the TCS Statement of Faith

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 relevant staff leadership
- Oversee and coordinate bookkeeping and financial analysis

Financial

- 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
- Manage and track government funding for program and operations
- Provide oversight of Business Manager, Bookkeeper, and HR assistant

Operations

- Participate in key decisions as a member of the senior leadership team
- Oversee all payroll, compensation and employee benefit matters

Facilities Management

- Work with Facilities Manager to budget for and approve facilities projects
- Provide oversight to facilities staff, ensuring the efficient and effective operation of facilities management as well as the cleanliness and high level of care of the building, grounds and equipment
- Provide oversight of the National School Lunch program, overseeing the cafeteria staff to ensure the safe and efficient operation of the lunch program
- Manage relationships and contracts with security personnel and fire/security alarm company

Information Technology (IT)

- Coordinate efforts related to information technology infrastructure
- Oversee the IT Coordinator
- Ensure the efficient, successful and robust implementation and management of IT systems
- Manage relationships and contracts with Managed Service Provider and video security system

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

SALARY & BENEFITS

- Salary commensurate with experience
- Health, Vision and Dental benefits (TCS covers 90% of premium; employee covers 10%)
- Life Insurance
- Short term and long term disability benefits
- 15 days of PTO
- Minimum of 15 additional paid holidays and/or school breaks

Apply online using the Staff Application at <https://cityschool.org/employment/>. Initial application must include a resume.