



A PRIVATE SCHOOL FOR GIRLS K-8

## **Position Description: Director of Finance**

<b>Position Title:</b>	Director of Finance
<b>Reports to:</b>	Head of School
<b>Exempt/Non-exempt:</b>	Exempt
<b>Schedule:</b>	12-Month Employee

### **THE SCHOOL:**

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on collaboration, inclusivity, social justice, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program at all levels. Significant use is made of the artistic and natural resources in Austin and the surrounding area. Graduates of the GSA are curious, advocates for themselves and others, empathetic changemakers, and confident, inclusive, brave risk-takers.

The Girls' School of Austin provides an academically challenging education for girls in a community that fosters creative learning and personal excellence. **Our mission is to develop confident young women who lead intellectually vibrant and fulfilling lives.**

### **JOB SUMMARY**

The Director of Finance provides oversight and guidance for all aspects of the day-to-day and year-to-year financial operations of the Girls' School of Austin, including human resource management, benefits administration, accounting, financial reporting, accounts payable/accounts receivable (including student billing), payroll, the annual audit, etc. In addition, the Director of Finance will collaborate with the Head of School, Board of Trustees, and members of the Admin Council to define a financial vision that supports the strategic priorities of the school at the annual and multi-year levels. They will help to identify internal and external threats and opportunities; analyze the market and competition; and understand how the organization's parts make up the whole, all in the service of making and acting on decisions that will move the entire organization toward established strategic and tactical goals.

The successful candidate is a highly collaborative, strategic, fiscally savvy, customer-service oriented, and emotionally intelligent leader. They will bring a track record of developing and improving systems, processes, and infrastructures and the ability to communicate and interpret financial data and concepts to colleagues. This person must be a detail-oriented, meticulous manager of data and upholder of ethics. The Girls' School of Austin seeks a Director of Finance who is energized by solving complex problems, building healthy relationships with multiple constituencies, and working alongside colleagues toward shared goals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Director of Finance will:

- Oversee the planning, organization and management of business operations (including bank reconciliation, cash management, accounts payable, accounts receivable, purchasing and investing), budgeting, financial reporting, human resources, and payroll.
- Establish policies, procedures, standards and strategies for areas of responsibility and provide adequate internal control capabilities and strengths to safeguard the school's assets.
- Engage and collaborate with other members of the Admin Council to ensure that all financial and human resource functions support the current strategy and mission of the school. Ensure that all expenditures are consistent with the approved budget, or that deviation from the budget is approved in advance.
  - Partner with the Advancement Office in the establishment and maintenance of accounting and other practices to enhance the work of the office and to steward philanthropic opportunities. Provide financial reporting to the Director of Advancement on a monthly basis, including fundraising revenue data for reconciliation to the philanthropy database.
  - Partner with the Director of Facilities to project long-term financial needs regarding facility needs and improvements.
  - Partner with the Director of Admission in enrollment management and in the development of financial aid strategies. In collaboration with the Head of School, Director of Admission, and Director of DEIB, analyze, review and approve individual financial aid awards.
- Develop innovative solutions to the challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to the administration, use of appropriate systems and technology, and cost-effective use of resources.
- Manage operational cash flow by maintaining adequate sources of borrowing, executing approved draws from investments, and investing excess cash in short term funds in accordance with established policy.
- Maintain accurate financial records, prepare periodic financial statements, and report on financial affairs of the School to the Head of School and Board of Trustees.
- In collaboration with the Head of School and the Board of Trustees, maintain a strategic planning forecast to be used in budget preparation and prepare the annual budget along with the recommendations and justification for setting annual tuition and fees.
- Attend regular business meetings of the Board of Trustees as well as finance committee meetings and ad hoc committees concerning finance, at the discretion of the Head of School.

- Maintain compliance with governmental regulations and the changing regulatory environment by staying current on law and regulations that may affect compliance.
- Ensure the business office maintains proper controls and records and prepares financial records in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
  - Maintain an effective and efficient system of internal management controls throughout the school.
  - Prepare financial records for annual independent audit and assist the audit team in preparation of the annual tax return, form 990, and other returns including form 5500. Address issues resulting from independent financial audits and internal management audits.
- Optimize the handling of the school's banking and investment relationships.
- Develop innovative solutions to challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to management, use of appropriate systems and technology, and cost-effective use of resources.
- Works with insurance advisors and brokers to ensure that adequate, appropriate and cost effective insurance is in force, including public liability, property and casualty, directors and officers, and Workers Compensation.
- Administers and maintains all property, casualty and liability insurance for the school.
- Promote the school's mission, making it the center of all decisions and actions.
- Support an atmosphere of trust and openness among teachers, students, parents, school administration, and board members.
- Streamline and standardize the school's human resource practices and negotiate benefits to provide a competitive benefit package to employees with the director of human resources.

### **Other Duties**

- Advises the head of school of any situations which might have adverse safety or legal consequences for the school.
- Serve on administrative and board committees.
- Assist in planning and carrying out campus-wide events.
- Compile other data information as requested, formatting reports, graphs, tables, records, and presentations.

## **QUALIFICATIONS**

### **Education**

- Bachelor's degree in business administration, finance, or accounting required
- MBA or CPA preferred

### **Experience**

- 5+ years' prior experience as a business officer or CFO in a non-profit organization or educational setting
- Preferred: Business officer or CFO experience in an independent K-12 school setting.

## **Knowledge, Skills, and Abilities**

- Demonstrated success in leading budgeting and financial forecasting and management, including business processes, internal controls, fiscal improvements
- Application of Generally Accepted Accounting Principles and experience with automated accounting systems
- Experience with capital projects, planned giving, and endowments.
- Knowledge of requirements for non-profit organizations in record keeping, financial accounting, and regulatory compliance
- Able to cope successfully with stressful situations, schedules, and deadlines
- Dedication to an exceptional level of confidentiality
- Outstanding interpersonal skills, including the ability to communicate and collaborate effectively with people from diverse lived experiences and identities
- Exceptionally capable in both written and oral communication in English
- Excellent organizational skills and attention to detail while still exhibiting a high degree of flexibility
- Innovative and practical approach to problem solving
- Technologically savvy
- Proven success at working collaboratively and efficiently on a creative, diverse, and goal-oriented team
- Able to make quick decisions, take initiative, and prioritize tasks
- Passionate about the mission and vision of the school

We encourage applications from people of color, LGBTQ+ candidates, or candidates from communities that are historically underrepresented in independent schools.

## **SUPERVISION EXERCISED**

Provide direction and feedback to the administrative assistant.

## **SUPERVISION RECEIVED**

Reports to the Head of School and works with the Head of School to balance support for all members of the leadership team.

Supports similar needs of members of the Leadership Team and Chair of the Board of Trustees in service to the work of the school.

## **PHYSICAL DEMANDS**

The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. Work is generally performed in a standard school office environment.

- Work full-time in person and maintain regular and predictable attendance
- Ability to move throughout the campus during all weather conditions

- Ability to lift as much as 30 pounds

### **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@thegirlsschool.org](mailto:jobs@thegirlsschool.org)

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School