



FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

Position Title: Director of Finance & Operations (Full-Time)

FLSA Classification: Exempt

Reports to: Head of School

Date Modified: June, 2018

Work Environment:

Frederica Academy lives the mission: *To maximize each student's potential and prepare him/her for college and adult life through the development of mind, body, and spirit.* Employment at Frederica is more than a job. It is an opportunity to join a community of learners who seek challenge, commitment, and strong relationships. We serve as advocates for our students. Because we are a dynamic, forward-thinking independent college preparatory school, much is required of our administrators, faculty and staff. We challenge and inspire each student to fulfill his/her promise and to better the world. In a highly competitive school landscape, our emphasis on the whole child and our legacy of excellence in teaching set us apart. The work environment is noted for being family-friendly and flexible. The feeling in the school is encouraging, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practices are key to pedagogy at Frederica Academy. The school is fully committed to a culturally diverse faculty and student body.

Position Purpose:

Director of Finance & Operations to oversee Accounting, Investments, Human Resources, Facilities, Information Technology, Front Office and all financial aspects of the school. The main focus of this position is financial and operational.

The Director of Finance works with and reports directly to the Head of School of Frederica Academy and assists with the oversight of the day-to-day operations of the school, including finance, maintenance, personnel, investments, and other capital assets. Under the direction of the Head of School, the Director also works closely with the Chair of the Board of Trustees, Chair of the Finance Committee, Chair of the Audit Committee, Chair of the Buildings and Grounds Committee and other Board Committees charged with general oversight of the school's operations as listed herein.

Essential Functions

- Participate as a key member and contributor to the administrative team.
- Oversee the cash position and investment portfolio position of organization.
- Prepare board level reports and provide recommendations to board committee members.
- Manage risk including liability insurance, claims and other legal risks.
- Supervise accounting, human resources / payroll, facilities, information technology, front office and food services.
- Work closely with the Booster Club and Parent Association leadership to coordinate the organization's financial matters, and advise them on all other relevant issues.
- Work closely with the Head of School to develop and implement annual and long range budgets and plans.
- Manage third-party contract for food services, which is responsible for providing a well-balanced, nutritional lunch for all students and staff and faculty every day that school is in session.

- Oversee the technology department and direct the technology committee.
- Accounts receivable and payable, cash management, audit, endowment, risk management, reporting
- Monthly Operations Report to Head of School.
- Monthly Budget Reports to Department Heads and all others with budget responsibilities
- Board Committee meeting reports in preparation of Board of Trust meetings
- Monthly Restricted Accounts Status Report Planning
- Meets with Department Heads and others with budget responsibilities for planning for upcoming school year.
- Prepares options for tuition and budget for upcoming school year and meets with the Head of School and Chairman of Finance Committee in preparation for Board of Trustees meeting.
- Works with Facilities Manager and Head of School (beginning in early Spring) identify and plan for summer repairs and replacement projects in an effort to avoid deferred maintenance.
- Conducts weekly meetings with Manager of Facilities along with others to communicate operations compliance
- Ensures that Frederica Academy is in compliance with all legal, accounting and government-related requirements for:
 - Banking requirements and relationships
 - DOL and IRS requirements
 - Audit related requirements and relationships
- Performs other duties as requested by the Head of School and Board of Trustees

Qualifications

- Minimum of bachelor's degree in business administration or related field
- CPA / MBA or related advanced degree preferred, but not required
- 3+ years of experience in a Director of Finance, CFO, Controller, or Assistant CFO/Controller/ Business Manager role
- Strong background in finance, budgeting, investing, and cash management
- Supervisory experience
- Experience with non-profits or schools preferred
- Outstanding communication skills, the ability to communicate with Head of School, the Board of Trustees and other constituents.
- Advanced Excel skills

Physical Requirements:

- Works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods Experience with non-profits or schools preferred

Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.