



International School of Indiana

**TITLE:** Vice President of Finance

**DEPARTMENT:** Administration

**WORK LOCATION:** Taurel Building

**POSITION STATUS:** Full-Time, year round

<p><b>POSITION SUMMARY:</b></p>	<p>The International School of Indiana (ISI), with ~600 students, is a pre-school through Grade 12 independent, non-profit school established by business and civic leaders in 1994 to support the participation of Indianapolis and Central Indiana in the global economy. ISI has become the premier international school in the Midwest and provides its students with a world-class education that prepares them to be responsible citizens and effective leaders in a rapidly globalizing and interdependent world.</p> <p>ISI is seeking an outstanding accounting, finance and operations professional to lead ISI's financial functions. The Vice President of Finance is a member of the senior management team and reports to the Head of School working closely with other members of the administrative and educational leadership team. The position also supports the Finance Committee and Board of Directors.</p>
<p><b>RESPONSIBILITIES:</b> (Include but not limited to)</p>	<p>The Vice President of Finance oversees key aspects of the school's financial operations with the following positions reporting to them:</p> <ul style="list-style-type: none"> <li>• Accounting Manager</li> <li>• Business Office Coordinator</li> <li>• Director of Human Resources</li> <li>• Facilities and Information Technology Team</li> </ul> <p>Significant areas of focus:</p> <ul style="list-style-type: none"> <li>• Strategic financial planning and annual budget process (including tuition and fee strategy as well as compensation considerations)</li> <li>• Timely and accurate monthly financial reporting against budget</li> <li>• Cash management</li> <li>• Financial aid distributions</li> <li>• Internal control procedures</li> <li>• Risk management related to general insurance matters</li> <li>• Pertinent summary reporting to the Head of School, finance committee and Board of Directors</li> <li>• Oversight of Human Resource matters including payroll processing, compliance with employment regulations, internal HR policies, medical insurance program design and providers, other employee benefits and employee relations</li> <li>• Oversight of Information Technology through project management to ensure timely customer service, stability/functionality of systems, streamlining of databases and related processes, as well as strategic considerations</li> <li>• Assist Facilities Team with management of 2 campuses, 3 buildings and 90,000 square feet of facilities</li> <li>• Maintain strong relationships with key business partners including banking, insurance, legal and key operational vendors</li> <li>• Act as deputy for Head of School when required</li> </ul>
<p><b>REQUIREMENTS:</b></p>	<ul style="list-style-type: none"> <li>• A Bachelor's degree with 10+ years' experience in accounting and finance</li> <li>• Background in public accounting and as a Controller preferred</li> <li>• Strong interpersonal communications, verbal and written skills, and ability to lead a collaborative team environment</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to anticipate, plan and respond to varying business matters</li> <li>• High level of customer service acumen for both external and internal customers, with a focus on individual importance, balanced with overall positive outcomes for the organization as a whole</li> <li>• Ability to understand micro businesses within a larger organization and find cross functional solutions to meet varying needs</li> <li>• Experience working with Board of Directors and related committees</li> </ul>
<p><b>APPLICATION:</b></p>	<p>This position will remain open until filled. Please apply immediately with a letter of intent and resume (including the names and contact details of at least two professional references whom we may contact) to:</p> <p>Human Resources  International School of Indiana  4330 N. Michigan Road  Indianapolis, IN 46208  <a href="mailto:resumes@isind.org">resumes@isind.org</a></p>

