

Job Description:
Director of Finance and Operations for Washington Academy

Occupational Summary: The role of the Director of Finance and Operations at Washington Academy is to provide support to the Board of Trustees, Head of School, Administration, and Teachers. As well as ensure financial stability, accountability, and accuracy. The Director of Finance and Operations reports to the Head of School.

Essential Job Functions (Include but are not limited to):

- Responsible for overall financial, facilities, and human resources management
- Responsible for all benefit programs, payroll and purchasing procedures, and vendor negotiations
- Supervise the Business Office Staff responsible for Accounts Payable, Accounts Receivable, Purchasing, Payroll, and Student Accounts Receivable.
- Oversee the Food Service department
- Oversee the Maintenance and Custodial departments
- Preparation and execution of the annual fiscal budget and multi year capital campaign budget.
- Maintain appropriate insurance coverage for the Academy
- Prepare financial records for annual inspection by an independent auditor
- Provide the Head of School and Board of Trustees monthly financial reports
- Prepare and submit financial reports to all regulatory agencies such as the IRS and the State of Maine
- Analyzes, consolidates and directs all cost accounting procedures together with other statistical routine reports
- Works with relevant trustee and school committees

Qualifications:

Minimum of a Bachelors degree with a Master's degree preferred or equivalent training or experience.

Work Year:

The Director of Finance and Operations will work 52 weeks per year with vacation at the discretion of the Head of School.