



International School of Indiana

## **International School of Indiana, Inc. Vice President for Finance and Operations**

**The mission of the International School of Indiana is to provide our students with a world-class education that prepares them to be responsible citizens and effective leaders in a rapidly globalizing and interdependent world.**

The International School of Indiana (ISI) is a pre-school through Grade 12 independent, secular and non-profit school established by business and civic leaders in 1994 to support the participation of Indianapolis and Central Indiana in the global economy. It is housed in two locations. These include a 1940's school building that is owned by Butler University, and newer facilities on our Michigan Road campus.

ISI is a diverse, multicultural community of adults and children, and it is essential that all our employees respect and support our diversity, and interact well with children of all ages, faculty, staff and parents.

This position reports to the school's Head of School.

Reporting to this position:

- Controller
- Accounts payable and disbursements staff
- Accounts Receivable and billing staff
- Human Resource Director
- Director of Information Systems
- Director of Operations

### **Responsibilities:**

Supports management, Head of School and Board of Directors by overseeing key aspects of the school's operation in the areas of finance, human resources, buildings and grounds and information systems, including, but not limited to:

- Board support for Finance and Building Committees
- Financial management and accounting system
- Tuition and fees management
- Financial aid and scholarship management
- Budgeting and forecasting
- Accurate and timely financial statement information
- External reporting

- Annual audit and compliance
- Compensation, benefits and payroll management
- Property insurance and risk management
- Safeguarding of school assets against fraudulent and other avoidable losses
- Financial and operational annual and long-term strategic planning
- Evaluating and managing information systems

### **Financial Management**

Effectively manage accounting and finance staff related to providing a welcoming customer service environment for our families, students, staff and vendors, achieve financial and strategic goals and objectives, and meet agreed upon annual goals, including:

- Monitor and maintain ISI capital assets based on policy approved by the Board of Directors
- Develop and monitor adherence to internal policies and procedures
- Maintain bank relationships, including depository, operating, money market accounts, debt and debt compliance
- Manage cash flow between accounts to enable smooth internal operations and maintain good standing with creditors
- Review and approve all payables, including signing checks and approving ACH and credit card payments
- Review of monthly bank reconciliations
- Review and approve month-end account reconciliations and supporting analysis and reports
- Support all audits by outside regulatory agencies, annual financial audit and annual 403(b) audit

### **Budgeting/Departmental Controls/Forecasting**

Effectively manage accounting and finance staff related to providing a welcoming customer service environment for our families, students, staff and vendors, achieve financial and strategic goals and objectives, and meet agreed upon annual goals, including:

- Support the preparation of departmental operating budgets which roll up to the annual budget
- Support the preparation of the annual Capital expenditure and major repairs/ maintenance budgets
- Prepare timely reports for the Board of Directors, Head of School and other leaders monitoring the actual performance against the budget
- Prepare timely periodic forecasts for the Board of Directors, Head of School and other leaders that update budgeted amounts based on actual results and compare to budgeted results.



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- Monitor detail expenditures for the school's curricular and extracurricular programs
- Monitor budget expenditures and provide periodic statements to managers

### **Human Resource Management**

Effectively manage Director of Human Resources related to providing a welcoming environment for faculty and staff, achieving financial and strategic goals and objectives, and meeting agreed upon time line for annual goals, including:

- Manage recruitment, retention and termination of personnel
- Manage the staff and faculty performance evaluation process
- Ensure that proper safeguards exist for confidential personnel records
- Ensure compliance with all employment regulations, foreign staff documentation and tax implications, background checks, and extracurricular (coaching, stipends) payment methods.
- Coordinate student child and sexual abuse training for all staff and on-site vendors
- Research and recommend annually market level competitive employee benefits to eligible employees, including medical, dental, life, and disability insurance
- Manage compliance with schools 403(b) plan, including timely remittance of employee contributions, notification of eligibility, timely termination of benefit, and notification of employer contribution eligibility
- Manage annual update and maintenance of the employee handbook and code of conduct

### **Information Systems**

Effectively manage IT Director and staff related to meeting service objectives, financial and strategic goals and objectives, and meeting agreed upon time line for service, maintenance, and capital implementation goals.

- Provide guidance on the development of an annual and three-year IT strategic and operational plan
- Manage development of IT annual operating and capital budgets
- Obtain and publish IT customer service metrics related to systems performance
- Develop IT five-year equipment replacement plan that will be provided to Building and Finance Committee's along-side the Schmidt Buildings and Grounds report

## **Facilities**

Effectively manage the Director of Facilities to ensure the most effective operation of the school's facilities, including:

- Provide guidance on the development of an annual and three-year Facilities strategic and operational plan
- Manage development of Facilities annual operating and capital budgets
- Develop Facilities three-year and long-term equipment replacement plan that will be provided to Building and Finance Committee's along-side the Schmidt Buildings and Grounds report
- Implement a long-term contract process in order to achieve stable pricing for contracted and outsourced vendors (grounds, janitorial, equipment and other)

Provide support for the Building Committee of the Board of Directors on new building initiatives, facilities renovations, and long-term campus planning

## **Other responsibilities**

- As a member of the Leadership team provide support and guidance on administrative, financial, operational policy making and the strategic planning
- Develop a rapport with Administration, Principals, and key faculty and staff members and gain familiarity with the wider operation of the school and its programs
- Deputizes for the Head of School when required