

THE HARVEY SCHOOL

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Katonah, New York

www.harveyschool.org

PROFESSIONAL OPPORTUNITY

JOB TITLE: Director of Finance and Operations (DFO)

OVERVIEW:

The Harvey School, an independent, co-educational school serving students in grades six to twelve is seeking an experienced, energetic, collaborative professional for the Director of Finance and Operations (DFO) position starting July 1, 2022.

Located on a wooded, 125 acre campus in Katonah, NY, The Harvey School provides a student-centered, college-preparatory program for 360 students. Harvey fosters lifelong learning and inspires students to develop the confidence and leadership qualities necessary to succeed in a diverse, competitive, and changing world. With a commitment to small class size, the community cultivates the strengths of each student through academic excellence, artistic exploration, athletic achievement, community service, and global understanding. One of the most distinctive features of The Harvey School is the 5-day boarding program for students in grades 9-12. Ninety percent of the students are day and ten percent are boarding.

REPORTING STRUCTURE:

The Director of Finance and Operations is responsible for the management of the financial and business operations and assets of the school, working in partnership with the Head of School and other senior leadership. A key responsibility of the DFO is to strategically plan for the future resource and operational needs of the school.

The DFO reports directly to the Head of School and is an integral member of the school's administrative team. The DFO is responsible for the oversight and management of the following areas: Business Office, Human Resources, IT, Facilities, Food Service, Security, Transportation, and all other activities related to the operations of The Harvey School.

PRIMARY RESPONSIBILITIES:

- Provide strategic guidance to the Head of School and Board of Trustees with regards to financial strategies and sustainability
- Prepare the school's budget and financial model, reviewing, monitoring, and controlling the disbursement of funds as planned therein; prepare regular reports for the Head of School and the Board of Trustees
- Compile operating budget and capital expenditure requests from school departments and provide monthly reports of expenditures
- Secure the annual audit of the school's financial records and financial positions
- Seek new sources of revenue and obtain cost savings using effective competitive purchasing, control, and review
- Provide oversight and implementation of risk management strategies relating to the financial health of the school
- Supervise the design, implementation, and maintenance of internal controls relevant to the preparation and presentation of financial statements and the detection and prevention of fraud
- Serve as the primary contact for banking and other external financial institutions
- Oversee all audit, compliance, and reporting requirements and the annual external audit of the school's Retirement Plan; liaise with the Retirement Plan Committee and pension advisory firm
- Oversee the transition to a paperless business office (upgrade to accounting system in process)
- Serve as liaison to insurance companies and review and maintain insurance on the physical plant, liability issues, and all other insurance issues
- Approve all agreements concerning financial obligations, such as school purchasing, financial investments, banking activities, payroll and benefits program, and other actions requiring a commitment of financial resources
- Evaluate all school operations and determine if additional outsourcing opportunities exist
- Oversee the physical operation of the school and maintenance of campus facilities
- Create and oversee an on-going equipment replacement program and asset replacement budget
- Develop, maintain, and report all required environmental, health, and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state, and federal regulations and laws as they affect the school
- Arrange bids and develop specifications for all outside contractual work; oversee the work of outside contractors to ensure compliance with contractual agreements and budgetary restrictions
- Assist the Head of School with decisions regarding salaries and benefits for all personnel; oversee, evaluate, and continually upgrade the school's Human Resources system
- Ensure the effective management of the food-service operation
- Oversee transportation and contracts and assess the performance of transportation companies
- Ensure the effective management of the bookstore
- Oversee the rental and use of school facilities
- Oversee and coordinate any other auxiliary enterprises, including the ice rink and summer camp
- Increase the financial literacy of the organization, including the staff, Board of Trustees, and parent community through various modes of communication
- Represent the school at various regional, state, and national associations relative to the role of business manager; act as the primary contact with relevant local institutions and agencies
- Participate in strategic planning efforts as directed by the Head of School
- Manage and lead other projects as assigned by the Head of School

QUALIFICATIONS AND EXPERIENCE:

- Ten years of financial and accounting experience with increasing scope and responsibility, preferably in an educational or non-profit environment
- Five years of proven effective leadership and team development skills
- Bachelor's degree required, MBA and/or CPA preferred
- Ability to develop and maintain a highly collaborative and supportive working relationship with the Head of School, Administrative Team, and Board of Trustees
- Demonstrated experience working effectively with multiple constituencies, such as faculty, administrators, parents, students, and volunteers
- Ability to manage multiple projects and priorities simultaneously and provide perspective on complex organizations
- Expertise in creating and managing budgets
- Understanding of local laws and regulations regarding fiscal and legal compliance, employment, and education
- Ability to strategize and plan over a one- to five-year span

PERSONAL AND PROFESSIONAL QUALITIES:

- A track record of demonstrated leadership qualities and building strong teams
- A high level of integrity and ethical standards, and a strong work ethic
- Excellent communication, organizational, and problem-solving skills
- An ability to devise, prioritize, execute, and achieve results in a complex institutional environment with multiple demands on time and attention
- An awareness of trends and issues challenging independent school education and the capacity to relate them to the school's situation
- A commitment to treating all members of the community with respect and consideration, and an interest in working in a mission-driven educational environment
- Positive attitude, flexible approach, and a sense of humor

FOR CONSIDERATION:

Interested and qualified candidates should submit a *formal letter of application, a current resume, and a list of three references with contact information to:*

Carolyn Stiles
Connor Associates
carolyn@connor-associates.com

Please do not contact the school directly.

Applications will be considered until the position is filled.