



Success With Dyslexia Starts Here

**Position Title: Chief Financial Officer/Chief Operating Officer**

Supervisor: Head of School

Position Status: Full Time/12 Month/Exempt

Swift School is an independent school serving grades 1-8 located in Roswell, GA. Serving a population of approximately 180 students, Swift's mission is to prepare students with dyslexia and related language-based learning differences to be successful in life. As the Chief Financial Officer / Chief Operating Officer, the work you do will have a positive effect on our students, faculty, and families.

**Qualifications:**

- Minimum of bachelor's degree; Master's preferred in Finance, Accounting or Business Administration
- Nonprofit organization or educational business office experience preferable

**Responsibilities:**

**Executive Management**

- Work closely with the Head of School as a senior member of the school's administrative leadership team.
- Direct the board of trustees' finance and buildings and grounds committees, working closely with the board's treasurer and other volunteer leaders, and attend all full board meetings and other committee meetings as requested.

**Financial and Human Resources:**

- Manage operational cash flow by maintaining adequate fund balances.
- Manage existing banking, loan, and lease agreement and execute all new financial contracts.
- Maintain accurate financial records, prepare regular financial statements, and report on financial affairs of the School to the Head of School and Board of Trustees. Comply with formal reporting requirements of financial institution relationships.
- Oversee financial records for annual independent audit and assists the audit team in preparation of the annual tax return, form 990, and other returns including form 5500.
- Prepare, in conjunction with the Head of School, annual budgets and financial forecasts. Through this process make recommendations and provide justification for setting annual tuition and fees to the board of Trustees.
- Manage the allocation and distribution of financial aid.
- Supervise human resources functions including writing, implementing and maintaining appropriate personnel policies. Oversee payroll and benefits programs including health insurance and retirement programs.
- Supervise the Accountant, Director of Human Resources, IT Manager, and the Facilities Supervisor.

**Operations:**

- Supervise facilities manager in establishing and maintaining standards of housekeeping, maintenance, and repairs commensurate with financial resources available, preservation of property, safety, the quality of student and faculty life, functional use and aesthetic values.
- Manage institutional risk to ensure the safety of personnel and students in their use of facilities; implement appropriate safety policies and maintain appropriate levels of insurance to protect property and cover the liability of the school and the school's employees and directors.
- Supervise arrangements for major school events, including facilities and services.
- Identify and manages preventative maintenance and capital project initiatives including buildings, mechanical systems, and equipment.
- Coordinate with various civic and insurance inspectors to ensure that the school is operating consistent with health and safety codes and that necessary reports are filed in a timely manner.
- Work with the school's academic and administrative leadership to create technology goals, oversee the implementation and approve purchases in accordance with the budget.
- Manage food services which includes supervises independent food contractor and the negotiation of the food services contract.