

Position Overview

Finance

- Oversee and lead the budgeting, modeling, and forecasting process (operating, capital, and cash flow) in partnership with the Head of School, involving all program supervisors when appropriate. Administer and review all financial plans and budgets; monitor progress and changes, and keep the Head of School, Finance Chair, and Board of Trustees informed of the School's financial status.
- Analyze, create, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program, and grants accounting.
- Prepares agendas and meeting materials for the Finance Committee. Attends all finance committee meetings, meetings of the Board of Trustees, and meetings of other Board committees when financial or campus facility matters are being considered.
- Oversee all financial, investment, and debt service processes, requirements, and systems, including the annual audit, tax filings, grant applications, accounting, investments, and cash management.
- Coordinate and lead the annual audit process, partner with external auditors and Finance Committees of the Board of Trustees, and assess any recommended changes.
- Manage the school's relationships with bankers and other finance professionals, and negotiate lines of credit and other credit and debt facilities as appropriate.
- Participate and provide financial input and support in review of key resources of School revenue and expenditures, including any cost-saving initiatives.
- Effectively communicate and present critical financial matters to the Head of School, Board of Trustees, and related committees.
- Develop financial policies, procedures and internal controls to safeguard assets, protect confidential information and ensure accurate financial reporting.
- Supports the development/fundraising staff on appropriate recording and stewardship of gifts and provides support in developing strategic fundraising goals.
- Manages the day-to-day operations of the Finance Department including accounting, accounts receivable, accounts payable, cash management and payroll.

Tuition

- Ensure tuition billing and collection schedule is followed, financial data and cash flow are sound, and support operational and any debt service requirements.
- Oversee the Family Individualized Tuition (FIT) program and effectively communicate it to parents. Participate on the FIT committee.
- Serves on the Family Individualized Tuition committee with decisions related to grants and ensures the adherence to mission-aligned FIT policies.

Operations

- Lead the overall management of school operations, including the efficient development and implementation of its temporary and long-term programs.
- Actively work to mitigate risk for the school. Serve as the school's primary risk assessment/mitigation strategist. Oversee risk management, insurance, vendor contracts and agreements, and leases, and seek to support equitable and inclusive business practices and relationships.
- Oversees risk management and acts as primary liaison with the School insurance broker. Ensures the sufficiency of liability and other coverages and provides timely and appropriate analysis and counsel related to risk.

- Support the Human Resources Manager and supervisors, enhancing professional development, compensation and benefits, performance evaluation, training, recruiting, and consistent hiring processes.
- Oversee the annual financial and 403b plan audits.
- Oversee filings of tax returns and required documentation and reports in compliance with reporting requirements and the covenants associated with bank loans.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee facilities at Childpeace, including: buildings and grounds of multiple campuses, transportation, safety, custodial, and event support.
- Oversee multiple operational units, including facilities, kitchen, and technology, each of which is led by a manager who works on-site.
- Monitor and ensure compliance with all applicable local, state, and national school operations regulations.
- Manage contractual matters for the school. Negotiates contracts on behalf of the School and approves agreements concerning financial obligations.
- Serve as liaison with the school attorney.
- Works with the Facilities Manager to manage the annual and long-term facilities work schedule; plan for capital expenditures and ensure campus buildings are in compliance with all building codes and regulatory requirements. Oversees the management of new construction, renovation, and non-routine maintenance.
- Works with the Kitchen Manager to ensure quality service to the community within the approved budget and the goal to promote sustainable practices.
- Works collaboratively with the IT Manager to establish effective use of Information Technology systems to support organizational processes and develop a multi-year capital budget.
- Maintains relationships with external parties including vendors, consultants, auditors, investment advisors, and bank representatives.

Candidate Qualifications

Education and Experience

- Bachelor's degree or higher in relevant fields such as accounting, finance, business, etc.
- MBA or CPA professional accreditation preferred. Master's degree preferred.
- Fund accounting experience preferred
- Five years of strategic planning experience preferred
- Five years of team leadership experience, including supervising managers
- Three years of strong management experience and training
- Oversight of payroll and benefits experience
- Experience in non-profit or independent school
- Experience with ADP and Quickbooks is highly desired

Interested applicants are invited to email the following documents to humanresources@childpeace.org:

- Cover Letter
- Résumé
- Two references with names, contact information, and connection (references will not be contacted without prior approval from the candidate)



All offers of employment are contingent on passing a criminal background check.

Childpeace embraces the value diversity brings to our community. Childpeace does not discriminate in its hiring employment practices on the basis of race, color, national or ethnic origin, religion, gender (including pregnancy), gender identity, sexual orientation, a disability that can reasonably be accommodated, age, veteran status, marital status, genetic information, or any other legally protected status. This policy applies to all personnel actions, including recruitment, hiring, training, transfer, promotion and demotion, compensation and benefits, evaluation, discipline, and termination. We expect all Childpeace employees to conform to both the letter and the spirit of all laws governing nondiscrimination and equal employment opportunity. You are encouraged to bring questions or concerns about discrimination to the attention of the human resources manager. You can raise concerns and make reports in good faith without fear of reprisal. All reports of discrimination will be investigated promptly in as confidential a manner as possible.