Director of Finance & Operations

The Director of Finance & Operations is a critical member of Canterbury’s leadership team and reports directly to the Head of School. Specific areas of responsibility include: finance, facilities and operations, risk management, and human resources. Additionally, the Director of Finance & Operations oversees Business Office personnel, the Plant Manager and works in conjunction with Admissions and Development members. The Director of Finance & Operations works closely with Board committees. The Head of School may assign other duties.

Priorities and Responsibilities

- Uphold the Mission and objectives of Canterbury School of Florida
- Uphold NAIS and FCIS principles of good practice
- Coordinate all functions of the Business Office following priorities set by the Head of School
- Oversee all aspects of financial transactions, financial reporting and external auditing and ensure that the adopted financial policies of the School and Board of Trustees are followed
- Enhance and drive financial controls for the organization including contract and vendor management and asset tracking
- Organize and maintain the School’s short and long-term strategic financial models: lead the annual budgeting process for the organization in collaboration with the Head of School, Board Treasurer, and as appropriate Division and Department Heads, identifying opportunities to achieve financial sustainability through cost efficiencies.
- Develop a financial reporting regimen which effectively informs the leadership team and Board of the School’s financial health and operational performance
- Supervise the work of the Business Office personnel and use standard accounting and bookkeeping procedures to keep an accurate, continuous record of the cash and financial position of the School
- Prepare interim and year-end financial statements for the Head of School and Board of Trustees.

- Provide for the securing of an annual audit of the school’s financial records and financial positions

- Oversee and monitor all school purchasing, financial investments, cash management, banking activities, payroll, and benefits programs (including coordinating the bid and acquisition of employee benefit packages and arranging for employee education regarding benefits)

- Oversee collection of tuition and auxiliary program receivables, ensuring that accounts are handled appropriately

- Manage risk at the school and ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance

- In collaboration with the Plant Manager: oversee all property operations, including repairs, refurbishments, and maintenance

- Budget for, identify, and coordinate scheduled maintenance and refurbishments in collaboration with Plant Manager and Building & Grounds Committee

**Qualifications:**

- Bachelor’s degree required, preferably in finance, business administration, or accounting
- At least 5 years of experience in a related school or non-profit position, preferably as Business Manager, Director of Business Operations, Chief Business Officer, or CFO, with a strong track record of results
- Strong business and financial skills, including financial planning, budgeting, and financial reporting
- Strong strategic skills and the ability to act as a visionary thought partner with the Head of School
- Demonstrated ability to think critically, problem solve, and work well in a collaborative environment with cross-functional groups
● Strong communication skills, including the ability to collaborate and listen to the needs of others
● Strong morals, ethics, and sound judgment
● Must possess willingness to assist where needed to ensure the school meets its goals and objectives on time
● Ability to use computer software to include, but not limited to: Microsoft Excel, QuickBooks, and Word (experience with Veracross or a similar platform is preferred)
● Ability to balance multiple tasks simultaneously and effectively