



The New Community School empowers bright, talented students in grades 5-12, who are challenged by dyslexia and related language-based learning differences. The innovative and research-based college preparatory curriculum utilizes a customized educational approach to build skills in language and math and to foster academic and personal strengths - igniting the passions and gifts of unique minds.

The New Community School is currently hiring a **Director of Finance**.

The Director of Finance oversees and executes all finance, human resources, compliance, and legal functions for the School. The Director of Finance is a member of the Administrative Leadership Team and reports to the Head of School. The Director of Finance supports the work of the Board of Trustees and its subsidiary committees in all areas regarding finance and plant maintenance and improvements.

Job Description:

- Manage all aspects of the organization's finance and accounting functions, including all accounts, ledgers and reporting systems, accounts payables, payroll, revenue analysis, contracts, audit and cash flow management and forecasting.
- Work closely with the Head of School and the Board of Trustees to drive strategic budgetary planning and cost management developing annual, as well as multi-year, budgets and assess the School's performance against both the annual budget and long-term strategy, providing recommendations to enhance financial performance.
- Ensure accurate and timely monthly financial reporting and other reporting as developed, to include dashboards, leadership and the board.
- Manage two direct full-time reports: Assistant Director of Finance and Payroll & Operations Specialist.
- Ensure all Human Resources requirements and standards are met and maintained, including, but not limited to, required employee contracts and background checks. Daily responsibilities are primarily managed by the Payroll & Operations Specialist.
- Work directly with outside legal counsel to develop contracts, handbooks and other documentation, as well as to manage legal matters that may arise in areas of human resources or student contracts.
- Design and oversight of all employee benefit programs.
- Full oversight of all accounts payable and accounts receivable areas, with daily operations being handled primarily by the Assistant Director of Finance and Payroll & Operations Specialist. This includes periodic banking and investment reconciliations.
- Lead the annual audit process for both the financial records and the retirement accounts and serve as primary liaison to the outside audit firm. Ensure accurate and timely filing of the required form 990 and form 5500.
- Ensure compliance with non-profit accounting standards and all applicable federal, state and local regulations.
- Oversee and monitor internal controls, risk management and financial policies and procedures.
- Analyze enrollment trends and their impact on long term planning.
- Oversee tuition modeling and the financial aid budget.
- Partner with the Head of School, Division Directors, Admissions and Advancement to align financial planning with strategic priorities.

Serves on:

- Crisis Management Team
- Risk Management Team
- Administrative Team
- Finance Committee

Qualifications:

- Bachelor's Degree required.
- Ten plus years of work experience in related non-profit finance or accounting field, human resources and operations, with detailed general ledger experience.
- Experience should include legal, audit, compliance, and budget.
- Ability to manage multiple projects and demands.
- Deadline oriented, self-directed.

Salary Information: Salary is commensurate with experience.

To Apply: Send resume and letter of interest to employment@tncs.org

The New Community School is an equal opportunity employer. The School provides equal employment opportunity to all employees and job applicants without regard to an individual's race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, including lactation, age, marital status, disability, sexual orientation, gender identity, military status, genetic information or any other factor prohibited by applicable law.