LYCÉE FRANÇAIS DE SAN FRANCISCO

FINANCE AND OPERATIONS DEPUTY MANAGER

Job Title	Finance and Operations Deputy Manager
Department	Business Office
Reports To	Finance and Operations Manager (CFOO during transition)
Campuses	Three Campuses — San Francisco Bay Area
Position Type	Full-Time, Exempt - Open until filed
Language Requirement	French Fluency Required

ABOUT THE LYCÉE FRANÇAIS DE SAN FRANCISCO

The Lycée Français de San Francisco (the Lycée) is a French immersion and International College Preparatory school with 900 students across three Bay Area campuses. The Lycée strives to maintain an international community for teachers, parents, and students of diverse social and cultural backgrounds while providing a rich educational environment that emphasizes academic excellence and personal achievement.

Our program is based on the highly recognized French national curriculum and IB curriculum and framework enriched by key American courses, allowing flexibility and academic transfer to leading schools and universities worldwide. The Lycée is a unique environment that promotes initiative, autonomy, cooperation, and individual responsibility.

POSITION SUMMARY

The Finance and Operations Deputy Manager is a senior Business Office role with end-to-end ownership of two of the school's most sensitive functions: payroll administration and financial aid. This individual serves as the school's payroll expert — responsible for accurate, on-time payroll for all employees and the related accounting — and administers the school's financial aid programs, including French Government scholarships (bourses scolaires), where French fluency is essential for family and consulate communications. As accounts payable is progressively automated, this role will assume oversight of the AP function, supported by the Business Office Associate. This position offers significant ownership, autonomy, and visibility, handling confidential information with the highest standards of discretion and accuracy.

KEY RESPONSIBILITIES

Payroll Administration (Ownership)

- Own end-to-end payroll processing for all faculty and staff: data collection, changes, review, approval workflow, and on-time execution of each payroll cycle.
- Prepare and record payroll journal entries; reconcile payroll accounts, withholdings, and benefit deductions to the general ledger each cycle.
- Ensure compliance with federal, state, and local payroll tax requirements, including filings, W-2s, and year-end reporting.

- Coordinate with Human Resources on new hires, terminations, leaves, salary changes, and benefits administration; serve as payroll continuity lead during the HR leadership transition.
- Maintain payroll system data integrity (e.g., Rippling) and serve as the primary point of contact for employee payroll questions.
- Document payroll procedures and maintain a payroll calendar with clear cutoffs and controls.

Financial Aid Administration

- Administer the school's financial aid programs, ensuring compliance with Lycée policies and applicable guidelines.
- Manage the French Government scholarship process (bourses scolaires) end-to-end: family outreach and support in French, application preparation, consulate coordination, and required documentation.
- Support the Financial Aid Committee: prepare application materials, financial analyses, and award recommendations.
- Maintain confidential financial aid records and ensure an equitable, policy-compliant award process.
- Analyze financial aid trends and recommend policy changes to the Business Office Manager and CFOO.

Accounts Payable Oversight

- Assume ownership of the accounts payable function as automation is implemented, ensuring vendor payments are accurate, properly coded, and on time.
- Direct the day-to-day AP work of the Business Office Associate, including invoice processing, approvals, and vendor records.
- Support the transition to automated AP workflows, including vendor onboarding, approval routing, and exception handling.

General Business Office Support

- Support the monthly close with payroll accruals, financial aid entries, and assigned reconciliations, meeting close-calendar deadlines.
- Assist external auditors with payroll and financial aid schedules and documentation.
- Contribute to the documentation and continuous improvement of Business Office procedures.

QUALIFICATIONS & EXPERIENCE

Required

- 5+ years of experience in payroll administration and/or accounting operations, with a record of accuracy and dependability.
- French language fluency (spoken and written) for family, consulate, and French government communications.
- Strong attention to detail and the ability to manage recurring deadlines with confidential information.
- Working knowledge of payroll tax compliance and payroll accounting (journals and reconciliations).
- Equity and access lens: sensitivity to family privacy and economic diversity in administering financial aid.
- Clear, service-oriented communication with employees and families.

Preferred

- Experience with Sage Intacct, Rippling, and AP automation tools.
- Experience in a school, nonprofit, or French-American/international environment.
- Familiarity with the French Government scholarship (bourses scolaires) process.

Start Date: Open Immediately

COMPENSATION & BENEFITS

Salary is commensurate with education and experience. The Lycée offers an excellent benefits package including:

- The salary range is $95,000 - $115,000 depending on experience.
- Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous paid vacation package, long-term disability and retirement benefits.
- Professional development support.

Application Process:

To apply for this position, please submit your resume along with a cover letter via

https://www.lelycee.org/about/jobs

For any inquiries, please contact cv@lelycee.org

EQUAL OPPORTUNITY EMPLOYER

The Lycée is an Equal Opportunity Employer. Candidates who would add to the diversity of our staff are strongly encouraged to apply. The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint/background check requirements.