

Director of Operations

Job Description

LOCATION	REPORTS TO	CLASSIFICATION
Santa Rosa Beach, Florida	Executive Director	Full-Time, Exempt

Position Summary

Seaside School, Inc. seeks a strategic, mission-driven Director of Operations to lead the school's financial, operational, facilities, compliance, and administrative functions.

As a key member of the executive leadership team, the Director of Operations ensures sound fiscal stewardship, effective systems, safe and well-maintained facilities, regulatory compliance, and successful execution of the school's strategic priorities. This position works closely with the Executive Director, Board of Directors, school leadership, finance staff, and external partners to support sustainable growth and student success.

Essential Duties and Responsibilities

Leadership and Strategy

- Serve as a member of the executive leadership team and support strategic planning, organizational growth, and long-range sustainability.
- Translate Board and executive priorities into measurable financial and operational plans.
- Present financial, operational, compliance, facilities, and capital-project updates to the Executive Director and Board of Directors.
- Develop key performance indicators and systems to measure operational effectiveness, financial health, and progress toward strategic goals.
- Lead cross-functional planning and execution for major initiatives, expansion efforts, and capital projects.

Financial Management and Payroll

- Oversee financial operations in partnership with the finance team, external accountants, auditors, and school leadership.
- Develop and monitor annual budgets, multi-year forecasts, cash-flow projections, and capital plans.
- Create and oversee teacher mini-budgets, club budgets, and athletics budgets, including monitoring expenditures and reconciling balances.
- Ensure effective internal controls, financial accountability, appropriate purchasing practices, and responsible stewardship of school resources.

- Execute purchasing and procurement, process accounts payable, and reconcile vendor statements, outstanding balances, and amounts owed; resolve billing discrepancies and ensure accurate, timely payments. Oversee accounts receivable, banking, and financial reporting.
- Receive, count, document, and deposit cash collected at school events; set up and manage Stripe payment options for events, ensure event proceeds are deposited into the appropriate bank accounts, and reconcile cash and electronic payments.
- Oversee all school and Seaside School Foundation bank accounts, reconcile account activity and balances, and investigate, dispute, and resolve discrepancies with financial institutions and payment processors.
- Oversee the financial administration of the Triumph Grant and work with the grant team on all awarded grants, including budgeting, expenditure tracking, financial reporting, and maintaining complete records and receipts for all grant funds spent.
- Oversee the finances of the Seaside School Foundation, including budgeting, cash flow, financial reporting, account reconciliation, and tracking restricted and unrestricted funds.
- Administer payroll processing, payroll-tax reporting, payroll reconciliations, and payroll compliance.
- Monitor financial performance and recommend cost-saving measures, process improvements, and revenue opportunities.
- Coordinate annual audits, required financial reporting, grant budgeting, and restricted-fund monitoring.
- Support financial planning for enrollment, staffing, fundraising, grants, foundation activities, and capital campaigns.

Charter Compliance and Governance

- Ensure compliance with applicable federal, state, and local requirements; Florida charter-school requirements; charter-contract obligations; and Board-approved policies.
- Support operational and financial reporting to the charter school sponsor, Florida Department of Education, auditors, and other regulatory agencies.
- Maintain records and systems needed for audits, monitoring visits, compliance reviews, inspections, and accreditation activities.
- Monitor regulatory changes affecting school finance, procurement, facilities, safety, and operations.
- Support Board governance, committee work, policy implementation, and clear financial and operational reporting.
- Coordinate responses to audits, inspections, public-records requests, and compliance reviews.

Operations, Facilities, and Safety

- Develop and implement operational policies, procedures, calendars, systems, and standards that promote efficiency, accountability, and excellent service.
- Oversee maintenance, custodial services, safety, security, grounds, facility use, and day-to-day campus operations.

- Develop preventive-maintenance programs and long-range facilities plans that support enrollment growth and school priorities.
- Ensure compliance with applicable building, fire, health, accessibility, safety, and environmental requirements.
- Support emergency-management, school-safety, risk-management, and business-continuity planning.
- Manage construction, renovation, campus expansion, and capital-improvement projects, including scope, timeline, budget, vendor coordination, and communication.

Contracts, Procurement, and Risk Management

- Negotiate and manage agreements with vendors, consultants, contractors, and service providers.
- Oversee procurement and competitive-bidding processes for significant purchases, services, and projects.
- Monitor vendor performance, contract compliance, insurance requirements, renewals, and service quality.
- Maintain appropriate insurance coverage, manage claims and risk-related matters, and identify operational or financial risks.
- Ensure contracts, leases, vendor records, and operational documentation are current, organized, and compliant.

Community and Stakeholder Relations

- Represent Seaside School professionally with government agencies, vendors, auditors, contractors, community partners, and stakeholders.
- Support fundraising, development, grant, foundation, and community-engagement efforts through financial planning and operational coordination.
- Build partnerships that advance the school's mission, reputation, sustainability, and growth.

Qualifications

Education and Experience

- Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, Organizational Leadership, Education Administration, or a related field required.
- Master's degree, CPA, MBA, MPA, or comparable advanced credential preferred.
- Minimum of five years of progressive leadership experience in finance, operations, business administration, or organizational management.
- Demonstrated experience managing multi-million-dollar budgets, financial reporting, cash flow, internal controls, and long-range planning.
- Experience leading facilities, procurement, vendor management, capital projects, compliance, and strategic initiatives.
- Experience in a Florida charter school, public education, nonprofit, independent school, government, or other mission-driven organization strongly preferred.

- Experience with charter-school finance, public funding, grants, audits, and Florida education compliance preferred.

Knowledge, Skills, and Abilities

- Strong financial and business acumen, including budgeting, forecasting, financial reporting, and internal controls.
- Knowledge of Florida charter-school operations, funding, compliance, governance, and accountability requirements, or the ability to gain this knowledge quickly.
- Experience with payroll systems, accounting software, procurement, contracts, insurance, facilities, and risk management.
- Strong strategic-planning, project-management, communication, and organizational skills.
- Ability to analyze complex information, manage multiple priorities, and communicate clearly with staff, families, Board members, and external partners.
- High level of integrity, confidentiality, professionalism, and commitment to public charter-school education.

Key Performance Indicators

The Director of Operations will be evaluated on:

- Budget adherence, financial performance, cash-flow health, and reserve position.
- Payroll accuracy, timeliness, and compliance.
- Audit outcomes, internal-control effectiveness, and timely resolution of findings.
- Compliance with charter obligations, sponsor expectations, grants, and regulatory requirements.
- Operational-efficiency improvements and cost savings.
- Facility safety, maintenance performance, and campus readiness.
- Capital-project completion within approved scope, timeline, and budget.
- Vendor performance, procurement compliance, and contract management.
- Achievement of strategic operational and financial objectives.

About Seaside School, Inc.

Seaside School, Inc. is a Florida charter-school organization committed to preparing students for success in higher education, leadership, and life. The school promotes academic excellence, innovation, character development, and community engagement while maintaining a strong commitment to fiscal responsibility, regulatory compliance, and operational excellence.

Seaside School, Inc. is an Equal Opportunity Employer.