

## **Director of Finance / Operations (2023-2024)**

### **Amigos Por Vida - Friends For Life Public Charter School**

Our mission at Amigos Por Vida Public Charter School is to empower our students to become life-long learners and achieve academic and personal success, by providing an excellent education in a safe environment. "Responsible, Respectful, Ready!" is the backbone of our learning approach!

#### **Position Summary:**

The Director of Finance and Operations is a key member of the School's administrative team and, in collaboration with the Head of School and Finance Committee, is responsible for developing and monitoring all aspects of the school's budget. The Director of Finance and Operations is responsible for the School's finances, human resources, compliance, risk management and facilities management.

**Immediate Supervisor:** Superintendent/Principal

**Salary:** Commensurate with experience.

#### **Essential Functions:**

##### **Oversight**

- Collaborate with the head of school and board to plan, oversee, monitor, and report in all areas related to school financial, employee and physical plant matters.
- Anticipate financial problems and opportunities to strengthen the school's programs and apprise the head of school and finance committee of such problems or opportunities.
- Serve as a key member of the administrative team, finance and buildings and grounds committees of the board. Attend weekly administrative meetings and regular sessions of the board and assigned committees; present information as requested.
- Attend professional meetings and workshops to keep informed of independent school issues and trends.
- Collaborate with the Head of School and Board to develop short and long range budgets and sustainable financial models.
- Provide organization and management for bookkeeping, facilities/operations management, and HR administration to ensure sound business practices.

#### **Accounting/Cash Management:**



  
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- Oversee the Annual Audit, IRS 990 Tax Return, CA199 Tax Return, 5500 Benefit Reporting Return and other government filings required.
- Review weekly batch of invoices for payment; ascertain proper approval and account coding; review and sign corresponding checks.
- Review and reconcile investment account activity quarterly. Calculate the draw from investment accounts and book corresponding journal entries. Ascertain that asset allocation in investment accounts is consistent with policy and work with the Finance Committee to make adjustments where necessary.

### **HR/Payroll:**

- With assistance from the Payroll Accounts Payable, provide the research, analysis and understanding of school compensation package; administering, explaining and providing general support to faculty and staff in the area of benefits.
- Supervise and monitor the school's personnel policies/practices and governmental compliance requirements.
- Partner with the Payroll and Accounts Payable forecast costs of employee Salary and Benefit programs and implications to budgeting process. Recommend budget parameters to Head of School/Admin Team and Finance Committee.
- Review all employment agreements prior to distribution.

### **Facilities:**

- Develop and monitor internal policies, practices and systems to facilitate the safe and efficient operation of the school.
- Ensure safe, secure and attractive buildings, equipment and grounds. Participate actively in the design and construction of new or renovated facilities.


### **After-School and Summer Programs**

- Reviews summer and after school program results; recommend ideas for increased revenue generation and reduced costs while maintaining program quality.

### **Risk Management**

- Annually review and renew insurance coverage for plant, equipment, general liability and Board of Directors liability coverage.
- Ensures that Certificates of Insurance and proof of Workers' Compensation Insurance required by the School are on file for all campus users, fundraising events, vendors on campus, and any other users of the facilities.
- Along with the Payroll and Accounts Payable, ensure the School's ongoing legal and regulatory compliance.

### **Skills, Qualifications, Experience, Personal Qualities**

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- Strong knowledge and an insightful understanding of finance and administration in a school setting.
- Bachelor's degree in accounting; CPA and/or MBA preferred.
- Experience with the development of accurate, timely and useful financial reports. Ability to identify and employ appropriate technology across the responsibilities of the position.
- Excellent organizational skills and attention to detail.
- Ability to handle multiple projects/requests, prioritize and delegate effectively, and meet deadlines.
- Ability to deal with different personality types and handle their requests in a courteous manner.
- Excellent communication (speaking, writing and listening) and management skills.
- 3-5 years experience as Controller/Business Manager, preferably in non-profit school environment.
- 2-3 years experience managing staff.
- Strong interpersonal skills. Ability to generate credibility, trust and respect throughout the organization.
- Excellent knowledge of Excel and knowledge Microsoft 365 is a plus.
- Experience with using financial software programs, Ascender is a plus.

## **Benefits:**

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Amigos Por Vida - Friends For Life Public Charter School is an Equal Opportunity Employer. Our policy is clear: there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

