

Director of Finance and Operations Westerly School, Long Beach, CA

Westerly School, a K-8 school, is seeking an experienced Director of Finance and Operations beginning July 1, 2018 or sooner. The school seeks an energetic, collaborative, and creative individual who has enthusiasm for working with elementary teachers, administration, and parents, in a small school environment. As an integral member of the Leadership Team, the Director of Finance and Operations assists in leading all school operations.

Westerly School is an independent, K-8 school, serving a diverse population of approximately 165 students from the greater Long Beach area. The school is ethnically and racially diverse, with 55% of the students identifying as People of Color. The school seeks economic diversity, as well, with a robust financial assistance program serving approximately 45% of the student population. The school offers a vibrant and challenging academic program complemented by a well-developed set of enrichment offerings, and connected and integrated learning to address the needs of the whole child. Students thrive from low student-teacher ratio and a caring and dedicated faculty who are open to collaboration and team building. Westerly seeks team members who want to continue their growth as professionals, and consequently the school budgets funds for professional development.

Position Summary

The Director of Finance and Operations (DFO) wears many hats as part of a small senior leadership team. S/he is responsible for operational, fiscal, and administrative effectiveness of the financial operations, HR policies, and campus facilities. The DFO is also responsible for building projects, risk management, legal/vendor contracts, business policy and generally accepted accounting practices and procedures. As a member of the senior leadership team, the DFO is committed to the educational philosophy, mission and goals of the school.

Responsibilities include, but are not limited to:

- Works closely with the Head of School and the Board of Trustees as a member of the senior leadership team to build a partnership in governance and leadership.
- Partners with the Finance Committee and the Head of School to ensure ongoing fiscal responsibility of the school. Appraises the school financial position and insures informative and timely reports in its financial stability, liquidity, and growth to the Head of School and to the Finance Committee. Manages annual budget process and reporting of operational funds, as well as all investment accounts, and cash and collections systems. Maximize the full utilization of the school resources, oversees and review the school's annual budget and oversees budgeting, audit, tax, accounting, treasury, purchasing, real estate, long range forecasting, and insurance activities.
- Works closely with the Head of School to ensure the financial stability of the school by providing a consistent, ongoing review of programs and service to maintain sound fiscal management and compliant personnel policy.
- Partners with the Trustee Building and Grounds Committee and the Head of School to ensure the physical facility and grounds are safe, clean, and maintained at a high standard. Contracts with outside vendors.
- Responsible for managing the School's resources in a prudent and careful manner, consistent with the mission and goals of the School. The DFO understands the mission, standards and policies of the school, contributes to their formulation and evaluation, and is able to interpret them to others.

- Develops, implements and maintains internal financial reporting systems, financial controls and information technology systems in compliance with appropriate laws and expected standards of practice.
- Along with the Head of School ensures the school's investment in its administrative and infrastructure support services are appropriate and consistent with the needs of the School.
- Ensures the maintenance of the physical campus, and works with the Head of School to develop and fulfill the school's master plan.
- Works closely with Director of Advancement and the Head of School with annual re-enrollment and tuition assistance awards.
- Attracts, retains, develops, and supervises the business office, facilities department, and information technology department. Fosters an atmosphere of innovation, creativity and professional development.
- Maintains and promotes active communication and positive relations with constituencies both within and beyond the school community. Demonstrates visibility and accessibility, and communicates effectively with all constituencies.

Qualifications and Skills

- Bachelor's degree in finance, accounting, business or related field. An advanced degree preferred.
- Five or more years of results-oriented executive operations managing budgets in a school or other non-profit environment.
- Experience working with and connecting to a large and diverse community of people.
- Demonstrated strengths in interpersonal skills, collaboration, and initiative.
- Excellent written and verbal communication skills.
- Motivated to grow as a professional.
- Possesses the skills necessary to effectively use a variety of programs and software, including database programs.
- Ability to effectively analyze, interpret and present relevant data for decision making.

Salary is commensurate with experience. In addition to salary, the school offers all full-time employees a retirement plan with matching contributions, medical, life, dental, disability insurance, and optional vision insurance.

Applicants, please submit a cover letter, resume, and written letters of recommendation to:

Patrick Brown, Head of School at pbrown@westerlyschool.org with "Director of Finance and Operations-(your name)" written in the subject line.

Westerly School is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state or local laws.