



Westerly School, Long Beach, CA

Director of Finance & Operations

Start Date: July 1, 2024

Our School

Westerly School is an independent, kindergarten through 8th grade school focused on whole child education. Through inquiry-based pedagogy and practices, Westerly School strives to recognize and meet the needs of every student to ignite within each child a lifelong love of learning as they discover their full and unique potential. Founded in 1991 by a group of parents who wanted to provide an alternative to the Long Beach Unified School District education, Westerly remains the only non-secular K-8 independent school in Long Beach. Westerly currently enrolls over 180 students.

Position Description

The Director of Finance and Operations is responsible for leadership in areas of school life including: budgeting, accounting, risk protection, compliance, audit, human resources (as partnered with the HOS) and financial reporting, whose team is comprised of a Business & Operations Coordinator, Maintenance Technician, and Front Office Assistant. The Director of Finance and Operations role is hands-on, collaborative, and works closely with the Head of School and various Board of Trustee committee members to plan and execute ideas that ensure the fiscal sustainability and growth of the school. This position requires a broad range of skills, confidentiality, accuracy and a desire to proactively anticipate change.

Responsibilities:

- Develop and maintain a highly collaborative relationship with the Head of School, responsibly communicate and advocate for the Head's strategic goals and objectives - both internally as well as with trustees, staff, and parents
- Demonstrate commitment to diversity, equity, inclusion, and anti-bias/anti-racism
- Manage the business functions and operations of the school with foresight, planning, collegiality, business prudence, and a disposition toward customer service
- Provide strategic leadership; develop and implement policies and strategic initiatives that support the school's strategic plan and ensure the financial sustainability and operational efficacy of the school
- Collaborate with administration and the finance committee of the Board of Trustees to provide a healthy financial position of the school by preparing, presenting and managing budgets, financial statements, investment reports, along with recommend tuition, financial aid, and salary adjustments for the head of school and board
- Manage all finance areas including receivables, payables, monthly reporting, budget preparation/review; control cash flow through organized and maintained integrity of funds, securities, and other valuable documents and assets; strong vendor relationships (e.g. maintenance, tech, insurance)
- Manage the annual audit process of the school's finances from engagement of auditors to completion; annual workers' compensation audit, and TIAA annual reporting.
- Provide strategic and logistical leadership for campus infrastructure, including facilities and maintenance, security, and technology. Ensure a high standard of care, maintenance, and improvement for the physical plant and campus grounds including project prioritization and budget/usage of PPRRSM funds.
- Oversee the employment policies, appropriate staffing levels, accurate payroll processing, compensation and benefits across the organization; support efficient and thoughtful processes for

- recruiting, hiring and onboarding new employees
- Represent the school when requested
- Supporting the school's admissions, financial aid, enrollment, and development functions

Qualifications and Skills:

- A bachelor's degree in finance, accounting, or business administration (or equivalent); having (or actively pursuing) a CPA/MBA or equivalent is a plus
- Minimum 5 years of financial management and operations management with a strong background in finance, budgeting, investing, and cash management.
- Able to take the concepts developed by the Head of School or Board to develop and implement a comprehensive operational plan
- Think critically and problem solving on an analytical level, interpret financial reporting, draw on strong mathematical skills
- Priority-driven and able to manage competing and concurrent responsibilities and challenges with good humor, approachability, candor, and passion
- Strong project management skills with ability to manage time effectively and attention to details; recommend and implement best practices and innovations to maximize effectiveness and efficiency
- High professional and ethical standards for handling confidential information; approach tasks and interactions with integrity, honesty, and patience; strong leadership and interpersonal skills and capacity to motivate staff and earn their trust
- Outstanding interpersonal, verbal and written communication skills that cultivate effective, professional relationships with students, faculty, administrators, parents, alumni and guests
- Demonstrate a commitment to building inclusion and belonging and an appreciation for the cultural background, heritage, and identity of all persons involved with the school
- Compatibility with the school's values, culture, and current administration and faculty is a must.
- Experience at an independent school or not-for-profit organization is a plus
- Experience in facilities management or related disciplines is a plus
- Proficiency with Google Suite, Microsoft Office Suite and QuickBooks accounting system required
- Attend occasional evening meetings and weekend events with advance notice

Job Information

Job Type: Full-time exempt

Compensation package:

Pay range - \$120,000 - \$150,000 commensurate with skills and experience

Benefits - Medical, Dental, Vision and Life insurance; Flexible Spending Account; 403(b) retirement plan, vacation and paid sick leave, professional development opportunities

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.

Applicants, please submit a cover letter, resume, and at least 3 written letters of recommendation to: Toni DiNapoli, Director of Finance & Facilities, at tdinapoli@westerlyschool.org with "DFO - (your name)" written in the subject line.