



**Westerly School,**

**Long Beach, CA**

**Director of Finance and Operations**

**Start Date: July 1, 2025**

### **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 165-185 students.

### **Position Description**

The Director of Finance and Operations is responsible for leadership in areas of school life including: budgeting, accounting, fraud protection, compliance, audit, supervising human resources (and as partnered with the HOS) and financial reporting, whose team is comprised of a full time Business Office Associate, Maintenance Technician, part time Payroll & Benefits Associate, and contracted property maintenance. The Business Manager 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
- 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 and risk committees 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/supervise and timely execute all finance areas including cash management, receivables, payables, monthly reporting, budget preparation/ review; control, organize and manage cash flow; establish and maintain strong vendor relationships
- Manage the business functions and operations of the school with foresight, planning, collegiality, business prudence, and a disposition toward customer service
- Manage and anticipate the needs for campus infrastructure, supervise a property manager who supports facilities and maintenance, and collaborate with the Director of Tech and Innovation for security, and technology. Ensure a high standard of care, maintenance, and improvement for the physical plant and campus grounds including project prioritization and budgeting.
- Prepare and file all regulatory reporting on time, including the annual financial audit; annual workers' compensation audit, and TIAA annual reporting.
- Oversee the employment policies, supervise staff accurately processing payroll, evaluate compensation and benefits across the organization; support efficient and thoughtful processes for recruiting, hiring and onboarding new employees

- Supporting the school's admissions/enrollment, financial assistance, and development functions
- Represent the school when requested
- Demonstrate commitment to diversity, equity, inclusion, and anti-bias/anti-racism

**Qualifications and Skills:**

- A bachelor's degree in finance, accounting, or business administration (or equivalent); having a CPA or equivalent is a plus
- Minimum 5 years of financial management and operations management with a strong background in finance, budgeting, 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 solve on an analytical level, interpret financial reporting, draw on strong analytical 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, sense of urgency; 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 faculty, administrators, parents, students, 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 QuickBooks, Google Suite, Microsoft Office Suite and 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 - \$140,000 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, Tuition Remission after 1 year.

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 to: Rebecca Geary, Head of School, at [rgeary@westerlyschool.org](mailto:rgeary@westerlyschool.org) with "DFO - (your name)" written in the subject line.