

## **Director of Finance**

### **The School:**

Charles Armstrong School was founded in 1968 with an enrollment of eighteen dyslexic children. It has grown to approximately 250 students serving grades 1-8. Charles Armstrong School serves high potential students with language-based learning differences, such as dyslexia, empowering them to thrive as learners in school and life. CAS is recognized as the premier school for LD students in northern California.

### **Position Summary:**

The Director of Finance has overall responsibility for the school's financial planning and accounting practices as well as its relationship with lending institutions and the financial community. This position oversees all financial functions and activities, including accounting, financial planning, credit, human resources, insurance, tax, treasury, facilities, and technology. This position reports directly to the Head of School.

### **Specific Areas of Responsibility include:**

- To supervise the work of the school business office personnel and use generally accepted accounting principles to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- To prepare a monthly operating statement for the Head of School and the Board of Trustees.
- To provide a monthly report of expenditures for use of each individual budget center within the school.
- To establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year.
- To oversee the annual audit of the school's financial statements.
- To oversee all school purchasing, financial investments, banking activities, payroll and benefits programs.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership including development efforts.

### **Board of Trustees Relations**

- To provide support, in conjunction with the Head of School, to the Finance & Investment Committee and the Executive Committee of the Board of Trustees.
- To serve on the Finance & Investment Committee of the Board of Trustees.

### **Parent Relations**

- Works closely with parents on financial aid program
- Works closely with parents on tuition options.

## **Essential Qualifications:**

- Minimum of 5 years independent school experience preferred
- Experience in accounting and in overall financial management, preferably in a school or non-profit setting.
- Experience in human resource management, employee benefits, and payroll procedures.
- Familiarity with tuition assistance programs
- Ability to develop and maintain effective systems and procedures and supervise their application in a fair and consistent manner.
- Experience with facilities master planning and construction projects, including managing vendors.
- Experience balancing the needs of different areas within an organization, prioritizing current and long term needs and communicating this information.
- Experience and proven track record managing staff
- Experience with and knowledge of non-profit accounting software (Blackbaud) and payroll software, including time and attendance module a plus.
- Strong management and organizational skills, and a strong work ethic.
- Exceptional ability to provide leadership and motivation and to work as a team player.
- Willingness and interest in gaining a hands-on knowledge of accounting and staff functions.
- Demonstrated ability to work efficiently in interpreting data to make high level decisions.
- Ability to think and plan strategically and creatively.
- Excellent communication skills, both verbal and written.
- Interpersonal skills necessary to work effectively with the Head of School, Board of Trustee members, faculty and parents.
- Attention to detail and ability to meet deadlines and manage multiple tasks simultaneously.
- Demonstrated experience in identifying and implementing systems of internal controls and ensuring proper segregation of incompatible duties.

## **Education:**

- M.B.A. or bachelors degree in business or accounting, C.P.A. certification.
- Five years related experience.

## **Compensation:**

- Negotiable and commensurate with experience.

**Interested candidates should e-mail a cover letter and resume to:**

**Claudia Koochek**

**Head of School**

**Office: 650-592-7570**

**[ckoochek@charlesarmstrong.org](mailto:ckoochek@charlesarmstrong.org)**

**Web site: [www.charlesarmstrong.org](http://www.charlesarmstrong.org)**

**Charles Armstrong School is an Equal Opportunity Employer**