



Director of Finance and Operations

Mission Statement: St. Paul's prepares students to be confident and skilled learners, cultivates in them a strong sense of purpose, and inspires them to be generous and active citizens of the world.

St. Paul's Episcopal School, located across from Lake Merritt in Oakland, enrolls approximately 370 students from diverse backgrounds in Kindergarten - Grade 8. St. Paul's provides an education that is intellectually challenging, culturally pluralistic, and morally and spiritually enriching. Caring, committed faculty members, in partnership with parents, serve as role models, mentors and guides. St. Paul's has an academically talented and ethnically diverse student body and seeks the same in its faculty.

Position Summary: The Director of Finance and Operations (DFO) is a strategic partner with the Head of School and is directly responsible for all business affairs and strategic financial planning.

This position is responsible for integrating independent school finances and business best practices, providing information, and serving as a resource to faculty and staff for the purpose of conforming to school policies and Federal/State regulations. An integral member of the administration, the DFO works, in partnership with the Head of School, to ensure that the mission and vision of the School is reflected in the area of business management and administration. The DFO closely collaborates with the Directors of Admissions, Development, Lower School, Middle School, and Auxiliary Programs, and the School Chaplain.

The DFO performs all aspects of financial reporting, analysis, budgeting, and planning, and periodically presents to the Board Finance Committee and the Board of Trustees. The DFO regularly consults with the Board Treasurer and members of the Finance Committee on finance and strategic matters. Additionally, the DFO oversees the development, administration, and reporting of the FY operating budget and the next year budget and presents the results to the School's Board of Directors; Finance and Audit committees; auditors; federal, state, and local authorities; lenders; donors; and various School administrative offices.

Financial Management and Planning:

- Generates accurate and appropriately detailed reports including statements of financial position, statements of cash flow, and analyses of historical and projected income and expenses, in addition to other special reports that may be requested
- Participates in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process

- Manages annual budget process collaborating with the Head of School and Finance Committee and proposes annual budget to the Board of Trustees
- Recommends tuition levels and fees for the school year
- Prepares and presents budget and expense reports for the board/finance committee, including variance analyses and forecasts
- Presents and advises the Board of Trustees pertinent annual surveys on independent school association data, particularly on tuition and salaries
- Manages capital expense budget and fixed assets
- Works with consultants and outside lenders in obtaining and managing commercial funding; monitoring compliance with loan covenants and ratios.

Accounting and Risk Management:

- Supervises accounting manager (bookkeeper/business office assistant)
- Oversees all student billing and accounting, including management of past due accounts
- Supports Director of Admissions with financial aspects of student enrollment/re-enrollment agreements, setting tuition for families
- Organizes and manage accounts receivable and accounts payable to ensure accurate and timely oversight of all related functions
- Ensures account reconciliations and financial statements are prepared on a monthly basis
- Maintains inventory, fixed assets detail, and depreciation schedule
- Collaborates with the Director of Advancement to assist in preparing monthly reports and materials for the Development Committee and supporting fund-raising programs
- Supports reconciliation of Annual Fund pledges/gifts and other major fund-raisers
- Oversees the preparation and filing various tax reports
- Communicates accounting policies to teachers and staff and ensures compliance with said policies
- Collaborates with the Lower School Head and Middle School Head on classroom and program expenses
- Manages risk and insurance needs, including insurance reviews and recommendations, liability exposures and coverages, and any claims administration
- Oversee the annual financial and 403b plan audits and filings of tax returns
- Ensure that the School is in compliance with all local, state, and federal reporting requirements.

Cash Management:

- Manages bank accounts; reconcile account statements and investment gains/losses
- Takes an active role in banking relations, debt negotiations, and compliance, cash management and investing
- Reconciles and handle all incoming cash and checks and ensure accurate deposits
- Monitors/projects cash flow and cash needs
- Manage petty cash with campus office managers

Audit and Control:

- Monitors internal controls and safeguard confidential information
- Maintains relationship with the school's independent auditors (CPA) and prepares the schedules and work papers for annual audit
- Responds to auditor's administrative recommendations in management letter
- Interfaces with CPA on accounting and finance matters; coordinates annual tax filing with CPA
- Maintains permanent office files for all audit schedules prepared by the school

Human Resources Support:

- Manages the payroll process and accounting
- Work with the Head of School to ensure sound and consistent employment policies, compliance, adequate staffing levels, compensation, and appropriate benefits programs.
- Collaborates with HR Manager on employee work hours and PTOs, benefits administration, and pertinent provisions in Employee Handbook
- Supports the Assistant Business Manager in implementing and administering all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans. Provides guidance and best practices on salary and benefits.
- Assists the Head of School in salary administration, compensation planning, and FTE planning
- Assists the Head of School in preparing employee work contracts (employment agreements and offers of employment)

School Surveys and Compliance Reports:

- Prepares periodic surveys and reports to associations of which the school is a member (NAIS, NBOA, Cal-ISBOA)
- Demonstrates compliance with various city, state, and county requirements
- Keeps updated on current trends and activities in independent schools related to Business Office functions
- Remains aware of legal changes that might influence school operations

General Responsibilities:

- Serves as key member of the administrative and management team
- Participates as a member of the Facilities and Expansion Committee
- Collaborates with Director of Administration and Facilities Manager on facilities, security, staffing
- Manages the Accounting Manager/Business Office Assistant
- Participates in regular staff, committee, and Board meetings, in addition to various school-wide events
- Engages in continued professional development both external and in-house

- Accepts and performs other duties, as assigned by the Head of School.

Desired Qualifications and Traits

- Bachelor's Degree in Accounting, Finance, or related field; Master's Degree in Business Administration preferred
- A minimum of 5 years of relevant experience in a non-profit environment, preferably at an independent school
- Advanced reading and writing skills; strong written and verbal communication skills
- Demonstrated ability to communicate effectively and relate well with other administrators, faculty, staff, parents, students, and representatives from the business community
- Ability to think and plan strategically and creatively
- Strong analytical skills
- Ability to supervise and manage multiple functions and activities
- Highly organized and detail-oriented and able to complete projects in a timely manner
- Collaborative leadership style, with the desire and ability to be a "team player"
- Flexibility to adjust to unexpected circumstances
- Enjoys working in a school environment with diverse constituents
- Familiarity with and commitment to diversity, equity, and inclusion work.

FLSA Classification: Exempt, regular, full-time

Reports To: Head of School

Interested candidates should submit a cover letter, resume, and references, addressed to Cheryl Ting, Head of School.

Please send materials electronically, in PDF format to Ryan Louie (rlouie@spes.org), Assistant to the Head of School.

This is a **full-time position** with competitive salary and excellent benefits, commensurate with experience. The start date is **July 1, 2022**.

St. Paul's is an equal employment opportunity employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age, disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law. St. Paul's is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay and other forms of compensation, training, and other terms and conditions of employment.