

# ST. ANDREW'S EPISCOPAL SCHOOL

## Assistant Head of School for Finance and Operations

St. Andrew's Episcopal School in Ridgeland, MS seeks an experienced independent school leader to serve as the Assistant Head of School for Finance and Operations beginning July 1, 2024. This individual will be a strategic partner to the Head of School and lead the financial and operations functions while ensuring the future sustainability of the school.

Responsibilities include:

- Enhance and/or develop, implement, and enforce policies, procedures, and strategic goals and priorities in partnership with the Head of School to ensure implementation of the strategic plan and the future sustainability of the school and to improve the overall operation and effectiveness of the school.
- Supervise the directors of the following departments and oversee the following functions of the school: Business Office, Facilities, Auxiliary Programs, Information Technology, and Student Health.
- Manage all outsourced services and maintain vendor relationships including food services and Saints Shop.
- Negotiate and sign contracts on behalf of the school.
- Present to the Board of Trustees and various committees and task forces of the Board various reports as needed.
- Engage other members of the Senior Leadership Team to facilitate collaboration and ensure that all financial functions support the current strategy and mission of the school.
- Plan, develop, organize, implement, direct, and evaluate the school's fiscal function and performance.
- Analyze and present financial reports in a timely manner to various school constituencies.
- Prepare the annual budget and meet with budget managers in conjunction with the controller and maintain a strategic planning forecast to be used in budget preparation.
- Ensure the business office maintains proper controls and records, prepares financial records in accordance with Generally Accepted Accounting Principles, and monitors the use of all funds.
- Optimize the handling of the school's banking and investment manager relationships.
- Oversee the annual benchmarking reports for INDEX and attend the annual meeting.
- Project with the director of facilities long-term financial needs regarding facility needs and improvements.
- Serve on the financial aid committee and work closely with the committee to review tax returns and aid applications as needed.
- Work with the business office on tuition collection issues.
- Represent the school as a leader at various school functions and events.
- Represent the school at various regional and national conferences.

The ideal candidate will be a leader and collaborator as well as possess the following qualifications:

- Bachelor's degree in accounting, finance, or business required. Master's degree preferred.
- CPA preferred.
- At least ten years of related experience at a non-profit or school preferred.

- Demonstrates a deep understanding of effective fiscal management of an independent school, including GAAP.
- Involvement in strategic planning and vision setting preferred.
- Exceptional interpersonal skills with the ability to build and maintain effective, professional relationships with students, faculty, administrators, parents, alumni, and guests.
- High degree of cultural competency and demonstrated success in working with individuals from diverse backgrounds.
- Self-motivated with the ability to handle multiple, simultaneous, and complex projects.
- Strong organizational and time management skills.

#### About St. Andrew's Episcopal School

St. Andrew's Episcopal School is a vibrant community dedicated to living out our mission of nurturing a diverse community in the Episcopal tradition, fostering spiritual growth, moral responsibility, academic excellence, and artistic and athletic pursuits, while preparing for a life of service to our community and the world. We are an independent, coeducational, preparatory day school serving nearly 1100 students in prekindergarten through twelfth grade. St. Andrew's is a close-knit community of students, faculty, staff, administrators, and families of many faiths, cultures, and races and economic backgrounds. Founded in 1947, the school occupies two campuses in the Jackson, MS metro area. The South Campus houses the Foundations program (infants through pre-K2) and Lower School (pre-K3 through grade 4) in Jackson, and the North Campus houses the Middle School (grades 5 through 8) and Upper School (grades 9 through 12) in Ridgeland.

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