



Position Opening: Director of Finance and Operations

Type: Full-Time Administrator

Application Deadline: Until Filled

Start Date: July 1, 2020 (potential for an earlier start)

Maumee Valley is a community of lifelong learners. Our Maumee Valley vision is to provide a Personal, Experiential, and Global education to each child. As the only secular, PS-12 independent school in northwest Ohio, Maumee Valley supports an accomplished and diverse student body within a rigorous academic program on their journey to finding the right fit for college and career. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world. MVCDS is a place where diverse learners, voices, stories, and experiences are heard in order to empower and educate our community members.

A Maumee Valley employee puts students at the center of decision making. The successful candidate is a resourceful and innovative individual who engages in the life of the school and builds relationships across various school constituencies. We ask all of our employees to do the following:

- Fully embrace [MV's mission and values](#), [MV's Vision](#), [the portrait of a MV graduate](#), and [the portrait of a MV educator](#)
- Recognize, embrace, and engage in [diversity, equity, and inclusion](#) work
- Work collaboratively
- Cultivate an environment of continuous growth
- Place students at the heart of their practice
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

Director of Finance and Operations

The Director of Finance reports to the Head of School and serves on the school's Administrative Team. The Director of Finance partners with the Head of School and Board of Trustees to direct

all financial and operational functions at MVCDS. The Director of Finance plays an integral role in the planning, coordination, and execution of the school's financial management and operations. Towards that end, the successful candidate will be a strategic and analytical business thinker who can cultivate trust and confidence with colleagues, trustees, and parents.

The Director of Finance will ensure the financial health and sustainability of the school. In recent years, the school's enrollment has grown by over 20% to our current enrollment of 577. In the past 15 years, the school embarked on a \$15M capital campaign, which is responsible for the new Upper School, a residence hall, and the renovation of our Early Learning Center. We are currently working on a new strategic plan. The ideal candidate will be creative and bold while working with the Head of School and administrative team to set priorities to accomplish continued financial health and sustainability. Both written and verbal communication skills are vital to this role, a customer service attitude is a must, and the ability to manage people is essential.

Key Responsibilities and Duties:

Financial Management:

- Prepare the plan and schedule for the annual budgeting process
- Provide regular financial reports for school leadership and the board of trustees
- Provide financial modeling to provide a better understanding of the impact of various financial decisions on long-term financial stability
- Monitor expenditures in relation to budget to ensure compliance and operational balance

Accounting

- Oversee all aspects of the business office including tuition billing and collection, incidental billing, auxiliary programs, accounts payable and receivable
- Monitor all income and expenses, vendor contracts, risk management, rental agreements and banking activities
- Oversee bi-weekly and monthly payroll
- Ensure that all accounting is in accordance with generally accepted accounting practices (GAAP)
- Reconcile philanthropic contributions and gifts with Advancement to ensure compliance with donor restrictions
- Oversee the financial aid process and serves on the financial aid committee

Audit and 990

- Serve as the school liaison with the auditing team during the annual audit
- Prepare all requested audit schedules for the auditor during the annual audit
- Prepare all requested schedules for 990

Operations:

- Oversee school transportation, schedules and contracts, billing, and assessing the performance
- Working with the Superintendent of Buildings and Grounds and Director of Technology, plans for the preservation, safety, and renewal of the physical plant, network infrastructure, and school grounds.

- Working with the Superintendent of Buildings and Grounds, coordinates planning and financing of major capital improvement or investment projects.
- Oversee summer programs

Leadership

- Manage, mentor, and develop direct reports, providing constructive and timely feedback
- Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business
- Communicate clearly and enthusiastically to all staff and stakeholders
- Oversee human resources providing support to ensure that all policies and practices are clearly articulated, consistently applied, and conform to legal requirements
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations
- Participate in Board meetings, Endowment Board meetings, and help run the Finance Committee

Skills and Competencies:

- Keen analytical skills and a detail-oriented work style
- Strategic thinker
- Ability to set priorities, organize, and work independently
- Familiarity with human resource practices
- Ability to work collaboratively with colleagues and other school constituencies
- Excellent oral and written communication skills
- Demonstrated leadership qualities – organizing people and processes

Credentials:

- Bachelor's degree in accounting or finance. Master's degree preferred
- A minimum of five years of experience in finance or accounting
- Not-for-profit and independent school experience are beneficial
- Proven success in a senior administrative role, preferably working with a Board of Trustees

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

HOW TO APPLY:

Please email a cover letter, resume and reference list in PDF format to Greg Britton: gbritton@carneysandoe.com.