



Dublin School, an intentionally small 9-12 co-ed college preparatory boarding school located in beautiful, rural southwestern NH, seeks a Director of Finance and Operations to join our community.

*At Dublin School we strive to awaken a curiosity for knowledge and a passion for learning.
We instill the values of discipline and meaningful work that are necessary for the good of self and community.
We respect the individual learning style and unique potential each student brings to our school.
With our guidance, Dublin students become people who seek truth and act with courage.*

Overview:

The Director of Finance and Operations (DFO) is the head of the Business Office, which includes Accounts Payable and Accounts Receivable, and a designated Human Resources Director and payroll Coordinator. This is a twelve-month, full-time position that reports directly to the Head of School and works closely with the Board of Trustees. We seek a collaborative leader and creative thinker who will maintain the financial integrity of the school and think strategically about future opportunities to strengthen the position of Dublin School as a leading small boarding school in the country. Excellent candidates will be self-motivated, possess strong relationship-building skills, have a generally enthusiastic disposition, and enjoy working in an environment that supports an adult community working to enhance and change the lives of our students.

As a member of a highly experienced leadership team, the DFO supports the school's mission and directs and coordinates all financial operations including accounting and reporting. Monitors and maintains systems of internal control and safeguards the School's assets. Provides, both internally and externally, reports of fiscal operations. The Director is responsible for maintaining accurate accounting records and performing accounting procedures following standard accounting rules and regulations for all of the school's financial activity.

The DFO manages the budget and forecasting process and provides those results to the Head of School and Board of Trustees in a manner that earns the respect and attention of the faculty, enrollment and advancement officers, the leadership team, and the staff. Dublin School is currently in the final year of a comprehensive endowment campaign and the DFO oversees the administration of the endowment in conjunction with the Board Finance Committee. As manager of operations, the DFO specifically oversees Buildings and Grounds, Security, Technology, and Food Services. The DFO meets with the head of school regularly to report on each area of operations, discuss the annual budget, and strategize about the future. The DFO should have experience managing teams, setting clear goals, and holding individuals accountable.



Essential Duties and Responsibilities:

- Plan, coordinate and oversee the annual financial audit, ensuring audit timeliness and completeness.
- Manage annual preparation and filing of Form 990
- Prepare and monitor periodic departmental budget reports and forecasts, annual budget preparation, and work with administrators and department chairs regarding budget performance.
- Manage insurance programs, including property, casualty, medical, and worker's compensation.
- Provide document preparation for the Finance Committee and/or other Board-related meetings
- Membership on the Finance, Audit, and Investment Committees
- Prepare annual and interim financial statements, including balance sheet, income statement and all supporting schedules and notes to the statements
- Ensure accurate and timely financial information and reporting, cash and variance analyses, all balance sheet reconciliations, and revenue and expense account analysis
- Manage finance functions including general ledger journal entries, payroll, accounts payable, budgeting, accounts receivable, and student billing
- Prepare, post, and reconcile all investment activity and related accounting entries, and prepare all associated spreadsheets and analyses.
- Prepare all periodic surveys and compliance reports for various school industry organizations, as well as other internal and external information requests for financial data.
- Reconcile all cash, stock, and in-kind gifts from the Raiser's Edge module of the Blackbaud accounting system, working in conjunction with the Advancement Office.
- Ensure accurate and appropriate coding and/or approval of all revenue, expenditure, and journal transactions to their proper accounts, including unrestricted, temporarily restricted, and permanently restricted funds.
- Maintain accurate and appropriate general ledger chart of accounts.
- Monitor and assist accounts payable, student billing, and other accounting personnel in the Business Office as needed, including conducting follow-up account receivable calls as necessary.
- Provide support in the hiring, training, and review of accounting department staff.
- Communicate accounting policies to employees and ensure compliance with such policies.
- Actively stay current on new regulations in GAAP and relevant non-profit accounting issues.
- Oversee the School's \$15M Endowment

Qualification Requirements:

- 10 years or more of leadership in accounting, finance, operations or general business management, preferably in an independent school or non-profit organization.
- Bachelor's degree in accounting, finance business management, or related area of study.
- Must have a strong knowledge of accounting software systems. Experience with Blackbaud software products is preferred but not required

- Excellent analytical, verbal, and written communication skills.
- Ability to prioritize, organize, and manage multiple projects efficiently.
- Must have strong attention to detail.
- Must have strong mathematical skills and reasoning ability.
- Must have the ability to understand complex subjects, distill them, and then communicate them to varied audiences.
- Experience in Human Resources management, and employee benefits, including 403B and Self-Funded Insurance plans. Payroll procedures, knowledge of business and not-for-profit accounting policies and procedures.
- Ability to think and plan strategically and creatively.
- Ability to supervise, manage, and delegate multiple functions and activities
- Ability to remain calm, flexible, and work effectively under pressure
- Skilled at negotiation and initiating contracts with external vendors

Dublin School celebrates the diversity of our school and its wider communities, including diversity in race, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome and encourage candidates representing the diversity of the world in our community. Dublin School will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, race, age, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

The salary range for this position is: \$120,000 - \$140,000

Benefits:

- Medical Insurance HDHP
Employer 80%, Employee 20% premium cost
- Health Savings Account
Employer Contribution \$2,000 Single/\$4,000 E +1 or Family annually
- Life Insurance 1X years' salary
- Voluntary Life insurance Options
- Dental & Vision Insurance Options
- 403 B Employer Contribution with no match required 5% to 8% annual salary
- Long-term Disability
- PTO - Vacation: 20 days, Sick: 5 days, Holiday: 10 days
- Tuition Remission
- Lunch & Coffee

Must provide proof of authority to work in the United States.

To Apply:

Interested candidates are invited to apply, with confidence to Mr. Todd Gochman, Senior Placement Associate (todd.gochman@carneysandoe.com) and Ms. Julia Sinton, Placement Counselor, (julia.sinton@carneysandoe.com). Please follow up via email including a cover letter and current resume. Resumes will be reviewed until the position is filled.

