

**Roxbury Latin School
Boston, MA
Director of Finance**

The Roxbury Latin School seeks to appoint a Director of Finance, who will be a visionary and practical leader responsible for the effective stewardship and oversight of the school's financial resources. As a member of the senior leadership team, the Director of Finance will work closely with the Headmaster and the Board of Trustees to support the mission and values of the school by developing and managing short- and long-term financial models; overseeing the annual budget and reports, cash flow and revenue collection; and managing the personnel in the business office.

Principal responsibilities include:

Overseeing the day-to-day financial operations and business functions of the school, including accounting and bookkeeping, billing and collections, payroll, accounts payable, fiscal management, annual budget and audit, financial aid, investment and cash management, and other business administration activities.

Managing a team of two full-time staff members in the business office, providing clear direction on the short-term and long-term needs both of the school and of the staff;
Providing strategic vision on how the financial model supports and serves the mission of the school.

The ideal candidate is a strong communicator, skillful manager, and strategic thinker, who will be comfortable working in a busy, energetic educational environment. Five or more years of experience in an accounting or a finance position (a CPA would be beneficial) with a background in an independent school, college or university setting is preferred. Experience and facility with Blackbaud (Financial Edge), Microsoft products (Word, Excel, PowerPoint) and Google apps is necessary to complete the day-to-day work. Interest in teaching, coaching, and/or advising students is not a requirement but would be welcome. As an equal opportunity employer, Roxbury Latin especially encourages applications from women and candidates of color.



**Carney
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