Katherine Delmar Burke School is an independent K-8 girls’ school located on a 3.5-acre campus in San Francisco. Based on a 100-year tradition of educational excellence, today Burke’s is one of California’s leading elementary schools. The school combines strong academic and co-curricular programs with an emphasis on personal growth in a diverse and inclusive community. The school emphasizes the development of fundamental and higher-level critical thinking skills in an atmosphere of creativity, exploration, and academic rigor.

Burke’s is also at an exciting point in its history with a major capital campaign already well underway. The campaign is set to enter its public phase in 2018. A significant portion of the campaign funds will be used to finance a major construction project, with a planned groundbreaking scheduled for the summer of 2018.

The Director of Finance and Operations (DFO) reports directly to and serves as a strategic partner to the Head of School and is a member of the Senior Administrative Team. The DFO serves on the Board of Trustees Finance Committee, as well as other committees as directed by the Board (currently on Building and Grounds Committee and the Investment Committee sub-committee). The DFO provides leadership and management of the School’s finances and is responsible for the supervision, coordination, and administration of all aspects of the Business Office, Plant and Facilities, food service operations, risk management, employee management, and policy management. In partnership with the Head of School, the DFO maintains relationships with banks, professional accountants, legal counsel, and insurance companies.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Support the Head of School and the Board of Trustees in the development of school policies and procedures that support the mission of the school and safeguard the well-being of the school and its employees;
- Supervise the Facilities Director, Controller, Business Office Assistant, Office Assistant, and Receptionist;
- Develop and manage, with the Head of School and Finance Committee, the annual operating budget; in addition to budgets related to special projects and/or capital campaigns.
- Prepare regular financial reports for the Finance Committee which reflect the financial position of the school in comparison with the approved budget;
- Oversee the cash management and administration of the funds and investments of the school;
- Oversee the preparation of financial records for annual independent audit and assist the audit team in preparation of form 990 and other returns, including the form 5500;
- Determine and administer financial assistance awards, working with the Head of School and the Director of Admissions;
Manage bond and swap agreements; confirming that in compliance with all covenants and all payments made in a timely manner;
Administer all staff personnel issues including evaluations, compensation, discipline, hiring and terminations;
Responsible for human resources functions, including writing, implementing and maintaining appropriate personnel policies. Oversee preparation of payroll and benefits programs including health insurance and retirement programs. Ensure all programs are in compliance with federal and state laws and regulations;
Ensure maintenance of plant and long-range planning to meet program, student and physical needs;
Administers accounts receivable and student contracts;
Responsible for accounts payable;
Maintain relationship with food services vendor;
Maintain relationship with summer camp partner;
Responsible for overseeing and managing all neighbor relations; and
Supervise and monitor the financial workings of the Parents’ Association;
Oversee campus security and emergency preparedness; and
Oversee capital improvement projects, working with outside contractors as needed.

Skills, Experience and Qualities:
Strong, collaborative, and high-energy leader;
Organized, with highly effective oral and written communication skills;
Commitment and ability to partner with Head of School on a variety of matters that involve a high level of generative thinking, discretion, and trust.
Ability to work closely with Head of School, Finance Committee and Board of Trustees to develop current and long-term operating, plant and endowment budgets and models;
Proven administrative experience in bringing major projects to completion; including facility improvements, additions and modifications;
General knowledge of investment practices and management of financial assistance process;
An advanced degree (CPA/MBA) preferred but not absolutely necessary.

Compensation:
The school offers competitive compensation based on prior experience and position requirements. Comprehensive benefits are provided. More information on the school can be found on the website at www.kdbs.org. Burke’s is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.

To Apply:
Interested candidates may apply by sending a resume, cover letter and list of references to:

Greg Britton
Managing Associate/Director of Search Operations
Carney, Sandoe & Associates
ggb@carneysandoe.com