

Director of Finance

The Park School
Brookline, MA

The Park School is a Pre-K to Grade 8 independent school in Brookline, MA dedicated to excellence in education. The cornerstone of Park's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to his or her greatest potential. The school community fosters a nurturing environment in which children develop curiosity, express creativity, appreciate the value of hard work and discipline, and experience the joy of learning. Park's faculty encourages each student to strive for intellectual, physical and moral growth and to become contributing members of the community. The Director of Finance is a leader in the school's Business Office and reports to the Assistant Head of School for Finance and Operations. The position is a 12-month, part-time position (4 days per week). The Director of Finance is responsible for the management and accuracy of the School's financial records. The successful candidate must have strong communication skills and be able to analyze financial data and communicate results effectively to all constituents including the administration, faculty, staff, and trustees.

Duties & Responsibilities

The Director of Finance is responsible for the leadership of the Business Office Team, managing the School's financial resources, and overseeing the financial statement audit and financial compliance of the school.

Leadership

- Serve on the School's Audit & Risk Committee
- Manage, supervise, and evaluate the School's Bookkeeper and Accountant
- Support the Business Office Team by prioritizing work, strategizing ideas for improvement, and developing a strong team culture
- Evaluate the School's internal control structure as it relates to policies, procedures, and documentation of all accounting and financial reporting activities
- Manage the School's credit card program and maintain procedures for card holders
- Work to maximize the department's utilization of Blackbaud accounting system

Financial Reporting

- Coordinate the annual financial statement audit, including preparing and/or reviewing all necessary schedules for the auditors
- Ensure that the School complies with all applicable accounting procedures and standards in accordance with Generally Accepted Accounting Principles (GAAP) and the rules of the Financial Accounting Services Board (FASB)
- Oversee the School's compliance with debt requirements and prepare all necessary reporting
- Manage the coordination with the auditors to prepare the Form 990 and Massachusetts Form PC
- and collaborate with the Assistant Head in managing the tax compliance of the School
- Reconcile the Balance Sheet and Expense accounts monthly and prepare monthly financial statements
- Assist the Development Office in properly recording gifts as well as reconciling pledge activity
- Compile and submit statistics for NAIS, AISNE, NBOA, INDEX and other affiliated organizations



Carney
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& ASSOCIATES

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Financial Management

- Establish and maintain relationships with banking service providers
- Establish and maintain cash management procedures and identify needs for transfers, as necessary
- Communicate with families who are delinquent with accounts receivable and establish appropriate payment schedules, as necessary
- Review checks payable prepared by the Bookkeeper and serve as the primary check signer for the School
- Review families' financial aid applications and participate on the Financial Aid Committee

Budgeting

- Assist the Assistant Head in developing and maintaining the School's budget
- Provide timely and accurate budget vs. actual reports to the Assistant Head and budget managers and notify these users when budget variances suggest potential issues

Other duties, as requested by the Assistant Head of School for Finance and Operations

Knowledge, Skills & Abilities

- Knowledge of accounting best practices and related regulatory compliance
- Excellent communication and interpersonal skills
- Highest regard for confidentiality and high ethical standards
- Proven ability to lead a team and collaborate with colleagues
- Intermediate to advanced understanding of financial management information systems and web based applications
- Intermediate to advanced Excel skills
- Strong organizational skills and attention to detail
- Ability to develop and maintain strong working relationships in a school environment
- Experience working in a diverse and inclusive community
- Ability to maintain accurate records
- Adherence to all personnel policies, procedures, and School rules
- Ability to manage multiple tasks and projects under the pressure of deadlines

Qualifications

- Bachelor's degree in Business Administration or related field; CPA preferred
- Minimum of five years of accounting experience

Application Information

- Please send your resume, cover letter, and names of three references to Greg Britton and Lauren Mayfield: gbritton@carneysandoe.com, lauren.mayfield@carneysandoe.com
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated commitment to diversity, equity and inclusion in their work and their learning.



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