



## **Position Director of Finance & Operations (Full Time)**

**Reports to: Head of School**

**Supervises: Accounting Manager, Facilities Manager, Executive Chef, Human Resources**

### **WHO WE ARE**

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate global leaders. As a member of an international network of more than 150 schools, Forest Ridge educates to the following Sacred Heart Goals:

a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart welcomes students, adults and families into an inclusive global learning environment which respects and strives for diversity, openness, understanding and acceptance of all human beings.

### **THE ROLE**

Under minimal supervision, the high performing position of Director of Finance and Operations (DFO) at Forest Ridge School plays a strategic leadership role in advancing the mission of the school. The DFO is a key strategic partner to the Head of School and Board of Trustees in all aspects of school finance and operations. The DFO is responsible for the following departments and staff: Finance (Accounting), Human Resources, Facilities, Food Service, Transportation, and Risk Management. The DFO is a member of the Senior Leadership Team. In addition, the DFO attends all Board of Trustee meetings, is the primary staff member responsible on the Finance, Audit, Investment, and Building & Grounds committees of the Board.

### **DUTIES AND RESPONSIBILITIES**

#### **Overall, and Driven by the School's Mission and Strategic Direction**

- Analyzes the financial needs of the school, architects the financial forecast, and engineers the school's financial strategy.
- Assists the school in reimagining financial and compensation frameworks.
- Manages the financial capital requirements and funding implications of all capital projects.
- Supervises the finance and accounting team and manages the financial stability of the School, overseeing purchasing, tuition billing and receivables, banking relationships, cash flows, liquidity, development of financial models, payroll and benefits program.
- Collaborates with the Head of School and Finance Committee of the Board of Trustees, preparing monthly operating statements, securing an annual audit of the school's financial records and position, overseeing financial investments, and establishing annual budget goals.
- Collaborates with the Head of School and senior administrators, oversees the annual budget setting process for the school and establishes a clear, consistent process of budget-to-actual reporting for all school budget managers.
- Collaborates with the Institutional Advancement team to ensure all gifts and pledges are recorded accurately and distributed appropriately.
- Provides accurate and timely financial and facility reports to the Head of School, Senior Leaders, Board Committees and the Board of Trustees, enabling them to make decisions for the good of the school.
- Leads the efforts and coordinates with appropriate school leaders to implement a financial, and operational risk management policies, and maintain appropriate levels of insurance to protect the property and cover the liability of the school.
- Develops partnerships with the corporate sector, nonprofit community, and civic organizations; and represents the school at various regional, state, and national associations.
- Identifies areas of opportunity for continuous improvement; leads large scale project initiatives for efficiency improvements through the utilization of technology and streamlined processes.

- Participates in department, division, and school task forces and committees as needed.
- Performs other duties as required

### **Finance (Accounting & Endowment)**

- Directs and Advises on all accounting activities.
- Maintains compliance with GAAP in the management and structure of all accounting practices
- Is responsible for creation of faculty and staff employment agreements.
- Reviews vendor contracts with appropriate department leaders: (i.e. transportation, landscaping, janitorial, HVAC, telephones, copiers, mail machine, and telecommunication services).
- Leads tuition assistance processing and collaborates with admission leaders for awarding assistance.
- Provides oversight for annual review and revision of student enrollment contracts / coordinates with admission team to ensure timely and accurate online enrollment process.
- Leads and directs annual financial and retirement plan audit processes, and NWAIS accreditation process.
- Manages over \$30 million of endowed funds and scholarships:
  - Maintains compliance with WA State Prudent Management of Institutional Funds Act (PMIFA)
  - Develops strategies for endowment growth and utilization in accordance with the school's financial needs.
  - Interfaces with and direct investment manager relationship in development of Investment Policy Statement (ISP) and subsequent activities.
  - Maintains records regarding investment activities and application of investment activities to endowed funds.
  - Provides regular reporting and consulting to the Head of School, Board of Trustees and various Board Committees.

### **Human Resources**

- Ensures that the school is in compliance with all federal, state, and local employment regulations.
- Conducts annual evaluation of all employee benefits including medical, dental, vision, and other insurances / communication plan with employees on any changes.
- Manages employee retirement plan, including vendor relationships / ensure compliance and fiduciary oversight as appropriate.
- Reviews and revises employee handbook annually / communicates changes to employees.
- Reviews and revises employment policies and practices on a periodic basis.
- Collaborates with appropriate Senior Leaders to manage hiring / interview / onboarding processes.
- Collaborates with Senior Leaders on all employee terminations.
- Manages worker's compensation and unemployment insurance, programs, claims, etc.

### **Facilities / Security**

- Supervises the Facilities Manager and assist with budget preparation and planning.
- In collaboration with the Facilities Manager, is responsible for the preparation and monitoring of the long term and preventative maintenance plans, ensuring that safety is the top priority
- In collaboration with the Facilities Manager, is responsible for all vendor contracts and compliance.

### **Food Service**

- Supervises the Executive Chef and assists with budget preparation and planning.
- In collaboration with the Executive Chef, ensures that safety is the top priority.
- In collaboration with the Executive Chef, is responsible for all vendor contracts and compliance.

### **Risk Management**

- Leads the school's Enterprise Risk Management initiatives.
- Manages the school's property/casualty, directors' and officers' liability, employment practices liability, and fiduciary liability insurance programs, manage claims and litigation.
- Collaborates with educational and operational leaders to understand and mitigate risk as appropriate.
- Provides leadership and guidance for all school programs, especially travel

### **Transportation**

- Collaborates with the Facilities Manager to provide oversight of the school's transportation program, including contracting with third party transportation provider, organizing bus routes, communication with families as well as faculty and staff.
- Oversees the use of school-owned vehicles and licensing of faculty and staff.
- Ensures that the highest levels of safety, compliance, and satisfaction are met at all times

### **Education and Experience:**

- Bachelor's Degree from an accredited four-year college or university in Business Administration or related field required.
- MBA or related advanced degree strongly preferred.
- 5+ years of experience in a CFO, Controller, or Assistant CFO / Controller / Business Manager role (Director of Finance and Operations) required.
- Experience with non-profits or independent schools is highly desirable.
- Strong background in finance, budgeting, investing, and cash management required.
- Previous supervisory experience required.

### **Required Knowledge, Skills and Abilities:**

- Ability to simultaneously manage a wide variety of issues, situations and people.
- Detail-oriented, with excellent time-management skills.
- Ability to be autonomous, self-motivated, and driven, as well as having a team approach.
- Outstanding communication skills--ability to communicate with all constituents including: Board of Trustees, maintenance staff, parents, students, vendors, faculty, staff, etc.
- Advanced technology skills including Word, Outlook, Excel, accounting software, and database management software.
- General digital literacy (use of a laptop, connecting to the network, internet safety, operating a network phone system and copier system, etc.).
- Advanced skills in MS Office Suite products (Outlook, OneNote, OneDrive, Word, Excel, PowerPoint, SharePoint, etc.), web applications such as Google Suite, video conferencing software, and database management software; ability to master common automated systems, and confidently learn new technology.
- Open and collaborative management style.
- A high degree of integrity and ethics, with an unwavering commitment to confidentiality.
- Strong customer service orientation and the ability to represent Forest Ridge in a professional manner.
- Flexibility, maturity, and a good sense of humor.
- Fully vaccinated against COVID-19.

### **SALARY/BENEFITS**

Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through competitive compensation.

### **TO APPLY**

Qualified applicants should email the following documents to [careers@forestridge.org](mailto:careers@forestridge.org):

- Cover letter
- Statement of Educational Philosophy
- Updated CV/Resume
- List of three professional references

*Forest Ridge School of the Sacred Heart does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, national and ethnic origin, sexual orientation or*

*any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.*