

Financial Director

Chatham Day School
Chatham, NJ

Chatham Day School is a co-ed PS through 8th grade independent school located in Chatham, NJ. We seek a dedicated professional to join our Administrative leadership team in the position of Director of Finance. The Director of Finance is the school's principal finance and business officer responsible for ensuring financial resources are managed in support of the school's mission.

The Director of Finance provides leadership and management of the school's operating and capital budgets and is responsible for the supervision and coordination of the school's business office and maintenance staff. Other duties include overseeing banking relationship, including compliance with debt covenants, managing cash flow, payroll and benefits programs. He/she serves on the Financial Aid Committee and the Retirement Plan Committee of the School, and directly supervises a part-time assistant, maintenance staff, as well as relevant vendors. The Director of Finance supports the Finance, Building & Grounds, and Audit committees of the Board of Trustees. He/she reports to the Head of School.

DUTIES AND RESPONSIBILITIES:

Financial Management:

- Establish a plan and schedule for the preparation of the annual budget
- Provide the Board of Trustees with quarterly report and forecast for end of the year
- Provide financial models to provide better understanding of the impact of various financial decisions on long term financial stability
- Work with Head of School, Director of Admission and the Treasurer to establish the operating assumptions for the new fiscal budget and updating of the long-range financial plan
- Act as primary contact with the bank and other financial institutions
- Monitor expenditures in relation to budget to ensure compliance.

Audit and 990:

- Provide staff support to the Audit Committee.
- Liaison with the Auditor during the annual audit.
- Prepare all requested audit schedules to the auditor during the audit.
- Prepare all requested schedules for 990.
- Prepare the financial statements and notes for the audit report

Accounting:

- Manage all Accounts Receivable and Accounts Payable functions.
- Follow up on past due receivables, engaging legal help when necessary
- Ensure that all accounting is in accordance with general accepted accounting practices (GAAP).
- Prepare bi-monthly payroll
- Reconcile Contributed income and gifts with Advancement start to ensure compliance with donor restrictions

Human Resource Management:

Ensure compliance with statutory and regulatory requirements—labor, benefits, human resource issues

Drive annual update of Employee Handbook, including coordinating review by counsel.

Update and maintain confidential personnel files.

Seek bids and negotiate employee benefit programs [e.g., health, dental, life, workers comp, disability, 403b plan]

Administer school's benefit programs

Ensure that the background checks are performed in compliance with state and federal regulations

Manage unemployment claims

Manage disability claims

Primary administrator of the retirement plans

Assist in separation process (COBRA) and exit interviews

Facilities:

Oversee physical and mechanical operation of the school and programs

Manage maintenance staff (one person)

In concert with the Buildings and Grounds Committee of the Board, establish deferred and regular maintenance schedule

Develop, maintain and report all required environmental, health and maintenance standards, as required by law

Coordinate, monitor and manage maintenance projects and external vendor selection

Monitor expiration dates of contracts

Prepare RFP's as necessary

Coordinate security & life safety system maintenance

Arrange for and coordinate plumbers, electricians and other vendor activities; maintain strong vendor relationships

Support as needed all requirements surrounding facilities rental

Legal and Risk Management:

Negotiate insurance packages to include Building & Liability, General Liability, D &O

Process all insurance claims to insurance providers; meet with adjusters, negotiate settlements

Review all legal agreements and contracts with employees, vendors, parents, and others

Consult with legal counsel, as needed.

Personal Qualities:

Ability to prioritize, work independently and as part of a leadership team, solve problems and multi-task

Sense of humor

Other:

Any other duties as are within the scope, spirit and purpose of the job as requested by the Head of School

STATUS: Position is full-time, exempt and access to benefits including health, dental, vision, disability and life insurance; 403b plan (Voya) and lunch. Salary is competitive to like-school positions. Six weeks of vacation is included.

START DATE: June 15, 2020

QUALIFICATIONS:

- Bachelor's degree Business, Finance or Accounting expected, MBA preferred, CPA helpful
- At least five years proven experience in finance, with experience in an educational or nonprofit environment strongly preferred.
- Supervisory experiences with significant leadership/administrative responsibility
- Experience with MS Office Suite and Quickbooks software