



ST. LUKE'S SCHOOL

DIRECTOR OF FINANCE

Start Date: July 2026

St. Luke's School

New York, New York | stlukeschool.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

- We ignite curiosity for the world and for learning.
- We instill confidence to advocate for themselves and others.
- We inspire courage to lead in service to our community, world, and future.

At a Glance



1945
established



355
total enrollment



41%
students of color



~90
total faculty and staff



7:1
student-faculty ratio



OVERVIEW

St. Luke's School provides a dynamic and well-rounded education for 355 students from Junior Kindergarten to Grade 8, occupying an expansive two-acre urban campus on a landmark block in Manhattan. Often described as "a secret garden" in the heart of the West Village, St. Luke's gardens and pathways connect external classroom doors to its magical outdoor spaces. A 20,000 square foot expansion, completed in 2017, added a third and fourth floor to their existing building, accommodating a doubling of enrollment after a decade of robust growth. The School now occupies over 61,000 square feet of indoor space, including a gymnasium, auditorium, cafeteria, science labs, art and dance studios, and the Grace Sawyer Library. The school's new rooftop field provides over 6,000 square feet which is used as a multi-purpose sports field and outdoor learning center.

Since 1945, the co-educational school has combined academic excellence with a true sense of community to serve a diverse population of religious, spiritual, ethnic, and socioeconomic backgrounds. Here, an emphasis on connection, empathy, and belonging supports the school's educational rigor. Over the course of its 80-year history, St. Luke's evolved from an outreach of Trinity Church to a parish school, and, in 2012, negotiated legal and fiscal separation from the Church to become the independent Episcopal school it is today. As a cherished tenant of The Church of St. Luke in the Fields, the school now holds a generational lease of the building.

St. Luke's adheres to five Community Standards that characterize its dedication to the development of the whole child: Dignity, Compassion, Respect, Excellence, and Honesty. Its motto – "Learning with Joy, Leading with Heart" – captures the school's commitment to fostering an exceptional learning environment driven by values.

The Director of Finance will oversee and supervise the day-to-day financial operations that includes accounting and reporting, budgeting, accounts payable and receivable, compliance, internal controls and audits. This role translates financial activity into reliable data that supports strategic decision-making, while ensuring strong operational execution across all financial areas. They will lead the School's efforts to create and streamline financial processes and policies, while ensuring strong controls are in place to maintain compliance and safeguard the School's assets.



DIRECTOR OF FINANCE EXPECTATIONS

Position Expectations

- Provides management and oversight of the School's operational and strategic financial activities including accounts payable and receivable; banking relationships; financial reporting for management, the Board of Trustees and Finance, Investment and Audit Committee, third parties and long-term financial planning.
- Responsible for designing, implementing, and maintaining effective internal controls over financial information.
- Maintain general ledger, cash flow and long-term debt projections and development of monthly calendar of accounting and budget related activities.
- Analyze balance sheet and income statement accounts on a monthly basis
- Manage the accounts payable function which includes oversight of the payment systems ([bill.com](https://www.bill.com) for invoices and Ramp for credit cards); timely vendor disbursements and review of invoice approval structure.
- Manage and oversee the reconciliation of all cash receipts from various sources posted to the general ledger.
- Assist in the preparation of the annual budget, capital fund analysis and long-range financial planning that encompasses monthly budget to actual departmental review and investigation of significant variances; meeting with senior leadership and leadership to go through reports and monitor overall results.



- Work closely with the Development Office to ensure consistency between financial and fundraising systems and promptly reconcile any differences (which become more critical during a capital campaign period) and oversee financial reconciliations of cash, investments and other relevant accounts.
- Coordinate with human resources regarding payroll and 403b disbursements and development of more streamlined processes over setting the salaries and benefits budget and monthly tracking of actuals.
- Oversee and prepare the schedules required for the annual financial audit, serving as the key point of contact for the independent auditor.
- Ensure compliance with GAAP and applicable non-profit accounting standards.
- Review and support preparation of required tax filings, including Form 990 and applicable state filings.
- Lead, mentor, and develop staff, fostering a culture of accuracy, accountability, and continuous improvement.
- Foster positive working relationships with professional staff and various stakeholders.
- Commitment to timeliness, efficiency, and excellence in all work produced and projects/tasks managed.

All Professional Staff Expectations

- Support the St. Luke’s School mission, values, institutional goals, and educational philosophy. Understanding and commitment to the community standards of compassion, dignity, excellence, honesty, and respect.
- Excellent communication skills. Contact and communication with students, faculty/staff, and parents on a regular basis. Contact and communication consists of face-to-face discussions, e-mail, phone calls, letters and memos.



\$4M

financial aid awarded



22%

students receiving aid



\$9.1M

endowment



\$19.4M

annual operating budget



- Communicate effectively with the school’s constituents.
- Strong collaboration skills. Working collaboratively with other faculty, specialists, and staff in a small, close-knit, creatively energetic environment.
- An interest in and openness to professional growth and development. Desire and ability to embrace continuing education in the field. Participate and attend workshops, conferences, and other training.
- A sense of joy and wonder and an optimistic attitude.
- A sense of humor, warmth of personality, and energy.
- Ability to be self-motivated.
- Flexibility and willingness to change. Ability to pivot as changes are made or needed in order to fit the school’s current needs or adjustments to protocols. Be present at the school during the required work hours.
- Perform additional duties such as morning, recess, lunch and participate in the life of the school. Be present and on time to assigned duties.
- Participate in and attend faculty/staff meetings and committees, including school-wide initiatives about issues of equity, pedagogy and curriculum.
- Participate in the life of the school, including attendance at events such as chapel, Christmas Fair, Spring Benefit, and school games and events.
- Enforce school policies and rules with students.

QUALIFICATIONS AND PERSONAL ATTRIBUTES



- Bachelor's degree in accounting or finance required; CPA strongly preferred
- Minimum of 8–10 years of progressive accounting experience, including prior experience as a Controller
- Significant experience in non-profit accounting, preferably within an independent school, foundation, or other educational institution
- Demonstrated expertise in fund accounting, including restricted and endowment funds
- Strong knowledge of GAAP, audit processes, and internal control best practices
- Proven experience supervising accounting staff
- High proficiency with accounting systems and Google Workspace
- Excellent analytical, organizational, and communication skills, with the ability to translate complex data into actionable insights for a non-technical audience
- Ability to work collaboratively in a mission-driven environment while maintaining high professional standards
- Hands-on manager who is comfortable both executing and overseeing work
- Strong judgment, integrity, and must exercise confidentiality and discretion when dealing with sensitive information
- Collaborative, service-oriented approach
- A positive attitude, eagerness and ability to learn and embrace new ideas, technology and processes
- Capability to listen effectively and be receptive to feedback

LEARN MORE

- [School Website](#)
- [School History](#)
- [Episcopal Identity](#)
- [Diversity, Equity, and Inclusion](#)
- [Virtual Tour](#)
- [High School Placement](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

ELYSE WATERHOUSE

Senior Consultant

elyse.waterhouse@carneysandoe.com

TODD GOCHMAN

Senior Consultant

todd.gochman@carneysandoe.com

The full-time salary range for this position is \$160,000 - \$170,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.



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