

Opportunity Statement

Director of Finance Jewish Community High School of the Bay, San Francisco

We seek a Director of Finance to oversee the school's financial planning and management practices. The main areas of focus include accounting, budgeting, credit, investment, and risk management. In support of the overall operation of the school, the Director of Finance also administers the flexible tuition program, manages human resources, and oversees the food service and IT directors. Reporting to the Head of School and a key member of the senior leadership team, the Director of Finance provides administrative leadership, counsel, and strategic financial vision for the school's future to the Head of School and the Board of Trustees.

Our top candidate will have demonstrated upward career mobility in roles that encompass aspects of strategic financial planning, accounting and operations. A broad range of experience gained in an educational institution or non-profit would be beneficial. JCHS seeks a professional who is hands-on and a life-long learner who thrives on juggling multiple priorities.

Multi-faceted responsibilities include:

- Assist Head of School and Board in long range strategic financial planning and provide primary staffing for the Finance, Audit, and Investment Committees
- Oversee all financial aspects of the school including operating and capital budgeting, financial reporting, investments, and cash management
- Supervise business office staff
- Oversee all aspects of human resources including employee relations, compensation, benefits, payroll, and employee handbooks
- Manage risk through maintaining crisis management plans and administering appropriate liability policies such as general liability, D & O, worker's compensation, unemployment and coverage for buildings and equipment
- Planning and oversight of transportation and food service
- Co-manage financial aid with the Director of Admissions. Responsibilities include budgeting, reviewing award amounts and determinations, and reporting.
- Co-manage educational technology with Assistant Head of School.

Personal Qualifications:

- Thrive in fast-paced environment
- Entrepreneurial spirit and big-picture thinking
- Integrity and honesty
- Fun to be around with a good sense of humor and flexibility
- Effectively communicate complex financial terms and situations to those without a financial background

- Recognize the importance of an open mind while learning and motivating others through his/her own enthusiasm

Professional Qualifications:

- 10+ years progressive financial and administrative experience in an educational institution or non-profit organization
- Bachelor's degree in business, accounting or related field. Master's degree preferred
- Experience in human resources desired.
- Advanced knowledge of appropriate software tools
- Superior organization skills and ability to manage multiple projects/tasks simultaneously; must have ability to work independently and collaboratively, and adapt to changing priorities, manage time and meet deadlines
- Proven ability to work in a team environment, develop effective interpersonal relationships, provide superior service, and communicate verbally and in writing

Why work for us:

JCHS is a young school with mature ambitions. After celebrating its first ten years of academic excellence- which were funded, in significant part by a single devoted foundation donor- JCHS is preparing for its second decade and beyond by extending its donor base and deepening significant local financial support. JCHS offers a collegial environment that is student centered and guided by the Jewish calendar, Jewish culture and traditions.

The Director of Finance receives a very competitive salary, TIAA-CREF retirement benefits, comprehensive health and vision plans, life insurance, free on-campus off-street parking, free lunch served daily, and competitive time-off benefits.

To Apply:

Please send a cover letter outlining how this position is mutually beneficial to you and to the school and a resume to DFO@jchsofthebay.org.

JCHS is an equal opportunity employer with a diverse professional community. Candidates do not need to be Jewish to be successful at our school, although familiarity with the Jewish community is a plus.

An offer to begin employment will be made as soon as the top candidate is selected.

For additional information:

School website and video: www.jchsofthebay.org

Information on San Francisco: www.sfgov.org