

DIRECTOR OF FINANCE AND OPERATIONS

St. Luke's Episcopal School is accepting applications for its Director of Finance and Operations. The position is responsible for the fiscal management of the School as well as the non-academic operations, including, but not limited to the operations, technology, lunch, and extended day program. The position works closely with the Head of School, Board of Trustees and the Board's Finance Committee to create the annual budget. Additional responsibilities include coordinating the annual audit, risk management, crisis management and human resources.

The Director of Finance and Operations reports to the Head of School, is a member of the Administrative team and supports the Board of Trustees by providing financial information in order that the Board can make strategic decisions. The position is a 12-month position.

Areas of Responsibility:

- Manage day-to-day operations of the business office including accounts payable, accounts receivable, payroll, general ledger maintenance and financial statements.
- Manage all aspects of the facilities operations of the School including maintenance, janitorial, grounds, and communications.
- Ensure compliance with all accounting procedures and standards and oversee the annual audit.
- Create and maintain the School's annual budget.
- Ensure compliance with all laws and regulations.

Qualifications:

- Bachelor's degree in Accounting or Finance.
- CPA or MBA preferred.
- Previous experience with non-profits, preferably independent schools.
- Excellent oral and written communications skills.
- Detail oriented and highly organized.
- Ability to multi-task.
- Positive and collaborative work ethic.

St. Luke's Episcopal School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.