

**Job Title:**

Director of Finance and Facilities

**reports to Head of School*

Job Type:

Full-Time; 12-month

7:30 AM-4:00 PM daily schedule (4:15 on 3 Tuesdays a month)

**Attendance is expected at least 3 after-hours special events throughout the school year and graduation.*

Salary Range:

\$65,000-\$75,000, dependent on experience and qualifications

General Responsibilities:

- Maintain the financial records of the school consistent with sound business practices, generally accepted accounting principles, and corporate policies/ procedures of the school
- Provide the Head of School, Finance & Facilities Committees, and Board of Trustees with recommendations, analyses, and information pertinent to the objectives of the school
- Develop and maintain a system of internal control, including automated and manual information systems
- Provide short and long range financial projections to assist in planning
- Serve as an active participant of the Summit Academy leadership team and collaborate on special projects and advancement of the strategic plan

Essential Tasks:**Management of Finances:**

- Direct all aspects of finance and accounting for the school and publish monthly financial reports, projections, and analyses
- Create and provide leadership in the developing and implementation of the annual operating budget
- Formulate action plans supporting key strategic objectives of the school
- Manage and process the school's tuition payment program along with the financial aid awards via FACTS
- Manage ancillary charges in FACTS
- Manage delinquent accounts
- Direct and maintain the accounting software system- Quickbooks
- Provide monthly GL reports to other schools leaders
- Prepare and oversee annual 990 tax return
- Prepare information and oversee annual outside audit
- Prepare and maintain reports and applications for the school's charitable gaming license
- Manage the general liability insurance package
- Supervise accounts payable personnel

Management of Facilities:

- Oversee daily facility operations and personnel (custodian, instructional technology coordinator)
- Negotiate contracts with any 3rd party vendors

- Direct contact for school inspections including board of health and fire department
- Oversee capital projects
- Oversee facility rentals and maintain internal rental calendar
- Lead bi-monthly Facilities Committee meetings with the Board of Trustees
- Provide direction in the management of the cafeteria

Human Resources:

- Oversee bi-weekly payroll via Paylocity
- Maintain personnel records and conduct periodic reviews with the Head of School
- Ensure compliance with all regulatory filings including 1099, quarterly tax returns, and W-2s
- Manage employee benefits package including health insurance and 401K plan
- Participate in the KAIS Finance Director group to make decisions about employee benefits
- Manage postings of job descriptions

Sources of Support:

- Head of School
- Guidance from Finance and Facilities Committee members

Special Knowledge and Skills:

- Minimum of 5 years progressive accounting and systems experience
- Bachelor's degree in business, finance, or accounting
- Ability to identify, analyze, and resolve problems and opportunities
- Ability to manage multiple projects at once
- Thorough knowledge of automated and manual information systems
- Excellent oral and written communications skills
- Thorough knowledge of Human Resources Management