

Director of Finance

Job Summary:

The Director of Finance is an integral part of the senior leadership team (SLT) and is responsible for managing the financial resources of the School. The Director of Finance plays a strategic leadership role in advancing the mission of the School and is a key strategic partner to the Head of School and Board of Trustees. The Director of Finance will direct and oversee the financial activities of the corporation, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth. In addition, the Director of Finance is a member of the Finance Committee.

Supervisory Responsibilities:

Oversee accounting department, budget preparation, and audit functions. Supervises the Facilities Manager (and related functions) and works with SLT members to monitor the budget and make recommendations.

Duties/Responsibilities:

- Overall duties and responsibilities are driven by the School's mission and strategic direction.
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, analyzing the financial needs of the School and other data to inform the process.
- Develops and manages the financial forecast and engineers the School's financial strategy.
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including tuition billing and collection, accounts payable, contracting, payroll, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Administer the annual budget and multi-year forecasting process to align with the School's goals and mission and maintain account records related to the school's budget.
- Oversees the annual 'needs-based' budget setting process for the School and establishes a clear, consistent process of budget-to-actual reporting for all school budget managers.
- Directs the preparation of all financial statements, including income statements, balance sheets, reports, tax returns, audits, etc.
- Manages the financial capital requirements and funding implications of all capital projects.
- Supervises the finance and accounting team and manages the financial stability of the School, overseeing purchasing, tuition billing and receivables, banking relationships, cash flows, liquidity, development of financial models, and payroll and benefits.
- Collaborates with the Head of School and Finance Committee of the Board of Trustees.
- Collaborates with the Development team to ensure all gifts and pledges are recorded accurately and distributed appropriately.
- Provides accurate and timely financial and facility reports to the Head of School, Senior Leadership Team, Board Committees, and the Board of Trustees, enabling them to make decisions for the good of the School.
- Leads the efforts and coordinates with appropriate school leaders to implement financial and operational risk management policies and maintain appropriate levels of insurance to protect the property and cover the liability of the school.



- Develops partnerships with the corporate sector, nonprofit community, and civic organization; and represents the School at various regional, state, and national associations.
- Identifies areas of opportunity for continuous improvement and leads large scale project initiatives for efficiency improvements through the utilization of technology and streamlined processes.
- Studies long-range economic trends and projects their impact on the organization.
- Participates in department, division, and school task forces and committees as needed.
- Perform other duties as required.

Finance (Accounting and Endowment):

- Directs and advises on all accounting activities.
- Maintains compliance with GAAP in the management and structure of all accounting practices.
- Partner with HR for creation of faculty and staff employment agreements and schedules.
- Reviews vendor contracts with appropriate department and leadership team members (e.g. transportation, landscaping, janitorial, HVAC, telephones, copiers, etc.).
- Leads tuition assistance processing and collaborates with admissions leaders for awarding assistance.
- Provides oversight for annual review and revision of student enrollment contracts/coordinates with the admission team to ensure timely and accurate online enrollment process.
- Leads and directs annual financial and retirement plan audit processes, NWAIS re-accreditation, and IBO re-authorization processes.
- Manages endowment and investment funds:
 - Monitors endowment performance and utilization in accordance with endowment guidelines and policies and the School's needs.
 - Interfaces with the Investment Chair and Finance Committee in development and implementation of the Investment Policy and related activities.
 - Maintains records regarding investment activities and application of investment activities to endowed funds.
 - Provides regular reporting and consulting to the Head of School, Board of Trustees, and various Board Committees.

Education, Experience, and Qualifications:

- Bachelor's degree from an accredited four-year college or university in Business Administration or related field required.
- MBA or related advanced degrees are strongly preferred.
- 5+ years of experience in a CFO, Controller or Assistant CFO/Controller/Business Manager role is highly desirable.
- Demonstrated leadership qualities - organizing people and processes.
- Experience with non-profits or independent schools is highly desirable.
- Strong background in finance, budgeting, investing, and cash management is required.
- Previous supervisory experience is highly desirable.

Knowledge, Skills, and Abilities:

- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- Ability to simultaneously manage a wide variety of issues, situations, and people.



- Ability to be autonomous, self-motivated, and driven, as well as having a team approach.
- Outstanding written and verbal communication skills - ability to communicate clearly and with enthusiasm with all constituents including Board of Trustees, SLT members, faculty, staff, parents, vendors, students, etc.
- General digital literacy (use of laptop, connecting to the network, internet safety, etc.).
- Experience and skills with standard business software, including QuickBooks, MS Office Suite products (Outlook, OneNote, OneDrive, Word, Excel, PowerPoint, SharePoint, etc.), web applications such as Google Suite, video conferencing software, online purchasing systems, and database management software; ability to master common automated systems, and confidently learn new technology.
- Open and collaborative management style.
- A high degree of integrity and ethics, with an unwavering commitment to confidentiality.
- Strong customer service orientation and the ability to represent Riverstone in a professional manner.
- Flexibility, maturity, and a good sense of humor.

Physical Requirements

- Prolonged periods sitting at a desk and working at a computer.
- Must be able to lift to 15 pounds at times.
- Must be able to access various parts of the campus.

Salary/Benefits

Riverstone International School is committed to attracting and retaining outstanding employees through competitive compensation.

How to Apply

Qualified applicants should email the following documents to careers@Riverstoneschool.org

- Cover letter
- Updated CV/Resume
- List of three professional references