



## Job Description

### Position: Finance Director

#### General Description of Position

The mission of the Finance Director (FD) is to provide leadership, oversight, and stewardship for all aspects of the Waldorf School of Baltimore's financial resources while ensuring absolute institutional integrity on fiscal matters and promoting best practices in finance and administration.

The FD supports and works closely with the Executive Director and Board of Trustees and, as a member of the School's Administrative Leadership Team, plays a key role in determining the strategic direction of the School; developing and executing plans to meet the School's short-and long-term goals; and recommending financial and administrative objectives, policies, programs, and practices that ensure a sound financial structure for the School.

The FD attends all Finance Committee meetings of the Board of Trustees, in order to provide full, accurate, and complete management and financial information as necessary to assist the board in meeting its fiduciary and strategic responsibilities. They also may attend meetings of other committees and task groups as needed to successfully accomplish their work. The Finance Director maintains professional relationships with the school's banks, lawyers, auditors, and investment managers,

Those reporting to the Finance Director include the Business Office Assistant, Receptionist, and extended After care Coordinator.

#### Authority: the Finance Director has the authority to:

1. Speak for the School in financial and business matters
2. Set, implement and review financial and business goals to support the Strategic Plan adopted by the Board of Trustees.
3. Supervise and evaluate the work of the Business Office.
4. Form and oversee task groups as needed, soliciting leadership and membership for such groups.
5. Inform the Executive Director (or nominated deputy) of problems and issues which may interfere with the ability to carry out the responsibilities below.
6. Arrange in-house staff development opportunities as needed at Faculty meetings, on Staff Development Days during the year and during the summer, and at Board meetings.

#### Responsibility: key areas

##### FINANCE

- I. Prepares and reviews financial and budget statements, investment and capital project reports;

manages income, expenditures, assets, and inventory.

2. Makes presentations to the ED, board and committees as appropriate. Keeps the ED and board informed as to the financial condition of the school.
3. Oversees the collection of all revenues and monitors the cash flow of all school funds.
4. Plans for the financing of major construction projects at direction of the ED and board committees and in collaboration with the Development Manager.
5. Monitors all loans and indebtedness, including interfund loans and transfers.

#### BUDGET

- I. Assembles preliminary annual budget and establishes need and priority of requests in consultation with the ED and the Academic Director. Collaborates with the Development Manager and Admission Director to articulate operating support targets as part of the annual plan.
2. Develops recommendations to the finance committee for annual tuition increases, financial aid budget, and salary plan increments in consultation with the ED
3. Prepares annual budget proposal for finance committee review and approval.
4. Ensures that all expenditures are consistent with the approved budget, or that deviation from the budget is approved in advance by the appropriate authority.

#### ACCOUNTING

1. Responsible for establishing and maintaining appropriate procedures and controls for all financial systems, in accordance with American Institute of Certified Public Accountants (AICPA) and Financial Accounting Standards Board (FASB) standards.
2. Oversees and ensures implementation of all business office activities involving payroll, accounts payable, accounts receivable, cash, financial aid, general ledger, purchasing, employee benefit administration, taxes, costs center and other reports, and other accounting systems.
3. In collaboration with the ED, ensures compliance with all government regulations including ADA, OSHA, IRS reporting.
4. Coordinates relationship with the school's independent auditors and supervises preparation of work papers for annual audit. Responds to auditor's administrative recommendations in management letter.

#### STUDENT BILLING

1. Administers accounts receivable and works with the Database Administrator to administer students contracts and billing, including financial aid.
2. Responsible for oversight and collection of aged accounts receivable.
3. Works with parents on financial issues relevant to their children's enrollment at the school.

#### PERSONNEL MANAGEMENT

1. In collaboration with the ED, establishes and supervises the administration of personnel programs and policies as they relate to hiring and termination procedures, time off, Workers' Compensation, safety, training, performance, evaluation and compensation.
2. Provides appropriate information to ED for salary comparisons, both internal and external, including preparing employment contracts.

3. Assists the ED and the board of trustees in establishing appropriate employee benefit programs. Recommends changes to enhance benefits and/or reduce costs.
4. Supervises the administration of benefit programs.
5. In conjunction with the ED, ensures that the school's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion and separation conform to state and federal requirements.

#### PHYSICAL PLANT

1. Collaborates with the Facilities Manager to ensure compliance, safety, and maintenance of campus facilities.
2. Works with the Buildings and Grounds Committee to oversee the RFP process and hiring of contractors as needed for campus development or remodeling projects.

#### SAFETY AND INSURANCE

1. Works collaboratively with the ED and with insurance advisors and brokers to ensure that adequate, appropriate and cost effective insurance is in force, including public liability, property and casualty, directors and officers, and Workers Compensation.
2. Works collaboratively with the ED to coordinate any government and insurance inspectors to ensure that the school is operating consistent with health and safety codes. Ensures that violations are corrected in reasonable time and that necessary reports are filed in a timely manner.
3. Ensures compliance with MHD, MSDE, and WSB medical and wellness protocols and procedures.
4. Advises the ED of any situations which might have adverse safety or legal consequences for the school.

#### COMMITTEE WORK

Works with the following Committees:

1. Full voting member of the Board of Trustees Finance Committee (Standing Committee)
2. Attends the Financial Aid committee
3. Attends the Buildings and Grounds Committee as needed.

#### **PERSONAL QUALITIES, KNOWLEDGE, AND SKILLS NEEDED:**

1. Essential: Bachelor's degree. Preferably in business administration, accounting, finance or general management
2. Essential: Proficiency in Microsoft family of software, data base – PCR or similar.
3. Essential: Knowledge of and experience in fiduciary principles, practices, and techniques of business administration specifically in the areas of:
  - i. accounting, financial analysis, budgeting and planning, and
  - ii. human resources,
4. Essential: Flexible and detailed orientated
5. Essential: Ability to relate to and work closely with diverse school constituents – including faculty, staff, families, Trustees, and donors.
6. Essential: Excellent verbal and written communication skills; ability to communicate with employees, families, and members of the Board

7. Essential: The commitment and dedication to take up the work to strengthen diversity, equity, and inclusion throughout the school on an individual and collective basis.
8. Highly preferred: Experience of working in a school or non-profit environment
9. Preferred: Knowledge of information systems
10. Preferred: MBA or other appropriate advanced degree and/or CPA

### **SALARY RANGE**

This is a full time position with a full benefits package including a generous tuition remission package for accepted children. Salaries are based on experience and educational qualifications. This position offers a salary range of \$38,000 - \$70,000. Applicants newer to this area of expertise will be at the lower end of the range compared to those with significant experience and post graduate degrees.

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.