

Job Description



Job Title: Director of Finance and Accounting
Department: Business Office
Reports To: Assoc. Head of School for Finance and Operations
Classification: Exempt, Staff Position
Last Updated: June 23, 2026

Job Summary: Reporting to the Associate Head of School for Finance and Operations (AHOSF&O), the Director of Finance and Accounting will play a central role in the Business Office ensuring the accuracy, integrity, and transparency of the school's financial systems and reporting. This position provides day to day leadership of accounting operations, supervises the Senior Accountant, and serves as the primary liaison to external auditors and financial partners. The role offers meaningful scope, responsibility, and professional growth within a collaborative, mission driven organization known for academic excellence, strong governance, and financial stability.

Duties and Responsibilities:

Financial Accounting and Internal Controls

- Hold primary responsibility for the accuracy, integrity, and timeliness of the school's financial accounting and reporting;
- Oversee all core accounting functions, including the general ledger, accounts payable and receivable, cash management, purchasing, payroll coordination, taxes, and related systems;
- Establish, document, and maintain accounting policies, procedures, and internal controls consistent with GAAP, FASB, and AICPA standards;
- Review monthly reconciliations and ensure prompt resolution of discrepancies;
- Prepare monthly, quarterly, and annual financial statements and management reports.

Budgeting, Analysis, and Decision Support

- Partner with the AHOSF&O on the annual operating budget and multi year financial projections;
- Conduct variance analysis and provide clear, actionable insights into financial performance and trends;
- Support internal stakeholders with accurate financial data and analysis related to strategic initiatives and operational decisions.

Audit, Compliance, and Risk Management

- Serve as the primary liaison to external auditors and manage a well organized, timely annual audit process;
- Ensure compliance with financial policies, internal controls, and regulatory requirements; recommend and implement improvements as needed;
- Coordinate risk management efforts, including insurance renewals and certificates of insurance.

Endowment, Investments, and External Reporting

- Oversee endowment and investment accounting and reporting, including reconciliation of Fundriver;
- Prepare and submit financial and operational surveys for organizations such as NAIS/DASL, NBOA/BIIS, SAES, ISAS, and Commonfund;
- Develop financial benchmarks and comparative analyses in collaboration with the AHOSF&O.

Community

- In alignment with the school's mission and values, employees are expected to collaborate with integrity, promote respect and inclusion, contribute to a vibrant, caring school community, and demonstrate the following behaviors in the performance of their duties:
 - Approach work with initiative and creativity, and work collaboratively across roles and departments to benefit and strengthen the school community.
 - Pursue ongoing professional growth and model a love of learning for colleagues and students; communicate clearly, constructively, and maintain professional behavior in all interactions.
 - Demonstrate sound judgment, reliability, and self-awareness; follow school policies, safety protocols, and contribute to a positive and supportive work environment.
 - Honor the dignity of all community members, seek to understand and value diverse perspectives, and support a culture of inclusion that contributes to people feeling valued and connected.
 - Act ethically in decisions and interactions, and use community resources responsibly.

Other duties

- Other duties as assigned by your direct supervisor.

Supervisory Responsibilities:

- Oversee daily operation of the finance department, including the Senior Accountant;
- Lead and mentor the finance team, fostering a culture of collaboration and continuous improvement.

Required Skills and Abilities:

- Strong knowledge of accounting principles (GAAP), financial regulations and compliance;
- Experience with budgeting, forecasting and financial analysis;
- Proficiency in accounting software and Microsoft Office Suite;
- Excellent analytical, problem solving and organizational skills;
- Strong attention to detail and accuracy in financial reporting;
- Strong leadership and communication skills, with the ability to work collaboratively with cross-functional teams;
- Ability to handle sensitive and confidential information with discretion.

Required Education and Experience:

- Bachelor's degree in accounting, Finance, or a related field; a master's degree and Certified Public Accountant (CPA) is strongly preferred;
- Minimum of five years of public accounting experience with nonprofit clients and/or five years of progressively responsible nonprofit or independent school accounting leadership experience.
- Experience with budgeting, forecasting, and financial analysis; school based accounting systems preferred.

Physical Requirements:

This job operates in a professional school environment and work is conducted in a wide variety of environments as found in all areas of the school.

- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like. (Occasionally)
- Moving self in different positions to accomplish tasks in various environments including tight and confined spaces. (Occasionally)
- Remaining in a stationary position, often standing or sitting for prolonged periods. (Constantly)
- Moving about to accomplish tasks or moving from one worksite to another. (Occasionally)
- Adjusting or moving objects up to 20 pounds in all directions. (Occasionally)
- Communicating with others to exchange information. (Occasionally)
- Repeating motions that may include the wrists, hands and/or fingers. (Constantly)
- Assessing the accuracy, neatness and thoroughness of the work assigned. (Constantly)
- Small and/or enclosed spaces. (Occasionally)
- Sedentary work that primarily involves sitting/standing. (Constantly)
- Light work that includes moving objects up to 20 pounds. (Occasionally)