



Director of Finance

Type: Full-Time, 12-Month Employee

Supervisor: Head of School

Application Deadline: Rolling

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

Position Overview

The Director of Finance designs and manages the financial and human resources operations of the school. The position reports to the Head of School, works closely with the Board of Trustees, and is a member of a collaborative senior management team.

Duties and Responsibilities

The Director of Finance is responsible for, but not limited to, the following duties and responsibilities:

- Financial management, including journal entries, bank reconciliations, budget preparation, financial statements, fund accounting, investment management, and financial reporting.
- Management of financial obligations such as leases, loans, contracts, and other transactions requiring a commitment of financial resources.
- Statistical research and analysis for benchmarking, analysis, and planning purposes.
- Securing an annual audit of the school's financial records and financial positions.
- Overseeing regulatory reporting and compliance with city, state, and federal government regulations.
- Design and implementation of financial, collections, tuition-related, and other business-operational policies.
- Design and implementation of computer systems in database, accounting software, and other relevant systems.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in local, regional, and national professional organizations.
- Mentoring members of the finance office and providing professional growth and educational opportunities for them.

- Oversee functions of Human Resources, including employee contracts, payroll, benefits, handbooks, policies, risk management and insurance.
- Other responsibilities as determined by the Head of School.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Eight to ten years of experience in a nonprofit finance leadership role.

Attributes

- Leads in a manner that exemplifies and fosters the school's progressive mission.
- Possesses an entrepreneurial spirit and demonstrates experience executing on ideas outside of the box.
- Has a strong curiosity to learn and is a flexible thinker.
- Builds interpersonal relationships with co-workers.
- Excels at communication, management, problem-solving, and analytical skills.
- Exhibits excellent judgment and decision-making abilities.
- Shows a strong sense of integrity, reliability, and accountability.
- Designs, maintains, and manages a well-organized operation.
- Has the aptitude to multi-task, work independently, and be attentive to details.
- Works well under pressure and meets deadlines.
- Interfaces professionally and respectfully with a broad range of constituents (administrators, trustees, faculty, staff, vendors, parents, professional contacts, etc.)

Benefits

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, retirement plan, and daily lunch. Salary is commensurate with experience.

Catherine Cook School is an equal opportunity employer. Please visit catherinecookschool.org to learn more about our school and culture to see if you'd be a good fit.

Qualified candidates can direct their resumes and cover letters to:

Director of Finance Search

Financesearch@ccookschool.org