



Director of Finance

Job Summary

Ivy Hill Preparatory Charter School is one that ensures all children regardless of race or socioeconomic status have access to a high-quality education. To provide our children with the world class education that they deserve, it is imperative that the organization's financial health is strong. Ivy Hill Preparatory Charter School is seeking an experienced professional with finance and accounting experience. The Director of Finance will report to the Board of Trustees with dual reporting to the Head of School, who will manage all day to day responsibilities. This newly created opportunity is to support the ongoing financial sustainability and fiscal accountability of the school.

Key Responsibilities

- Oversee all financial and accounting activities of the school, ensuring the appropriate recording of all transactions
- Monitor cash flow and accounts receivable to maintain maximum liquidity
- Maintain accurate records of financial transactions and submit them for processing
- Ensure that the school's fund-accounting system is properly implemented, matching expenses to the appropriate source for grant compliance
- Support the Head of School to execute major financial transactions
- Liase with the Head of School to make decisions for operational activities and set strategic financial goals for the organization
- Collaborate with the Head of School to create, monitor, and manage the school's annual budget
- Supports annual and long-term planning by producing financial modeling tools and facilitating the creation of the annual budget alongside the Head of School
- Monitor and manage the school's annual budget to ensure financial stability at all times
- Supports long-term plan by facilitating the creation of budget projections for 3-5 years
- Produce and present timely, accurate financial reports for the school's Board as well as external audiences on a monthly, annual, and quarterly basis. Prepare monthly reports on the financial status of the school, including charter, legal and regulatory compliance
- Collaborate with the Board's Finance Committee and an independent auditor to develop accurate and timely public audits for the organization
- Serves as the organization's fiscal compliance expert, providing team members with sound guidance on applicable regulations and best practices
- Complete all required filings to maintain the school in good standing with the IRS, relevant state agencies, and grantees

Key Competencies & Qualifications

- Commitment to, belief in, and alignment with the mission of Ivy Hill Prep, its goals, and educational philosophy
- A minimum of 5 years of financial experience and working with large monetary budgets is required.
- A minimum of 2 years of recent charter school financial experience is required
- Audit coordination experience is preferred
- QuickBooks experience is required
- Grant application writing and/or management is preferred
- Exceptional and creative problem-solving, critical thinking, and strategic planning skills
- Facility to move comfortably between high level strategic thinking and intricate details
- Strong project management as well as time and task management skills, enabling multiple and large-scale projects to be completed on time
- Ability to learn quickly, to pivot when needed, and to be effective in a fast-paced, entrepreneurial environment
- Able to work autonomously and thoroughly with independent self-reflection, as well as take direction as needed

Educational Background

- A Bachelor's Degree required
- Degree in Finance or Accounting is strongly preferred

Salary & Benefits

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, high-speed internet access, and all necessary instructional supplies.

Commitment to Diversity

Ivy Hill Prep is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.