

THE PARK SCHOOL

Position Title: Assistant Head for Finance and Operations

SUMMARY DESCRIPTION

The Assistant Head is responsible for providing leadership in support of the School's mission; providing day-to-day and ongoing strategic financial management and planning; actively participating in all aspects of the School's financial operations; managing all business operations including facilities, transportation and food services; and managing daily interactions with members of a Pre-K to Grade IX school community.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

Strategic Planning and Board Support

Work closely with the Head of School and the Board on long-range financial, operations and facilities planning

Prepare financial reports and modeling to support enrollment, financial aid, investment, and development decisions being considered by the Head of School and the Board

Support the Board Treasurer the trustee chairs of the Finance, Buildings and Grounds, Investment, and Audit Committees

Assistant Head

Support Head of School through effective administrative leadership

Serve as key advisor to Head of School and assume school leadership in his absence

Operations and Budget Management

With the Head of School, develop the annual operating and capital budgets for consideration by the Finance Committee and Board of Trustees

Manage all Business Office operations and employees

Supervise the operations and budgeting of the following departments:

Maintenance and Operations

Creative Arts at Park and Summer at Park

Review and approve departmental and division budgets

Select and manage the vendors providing food services and transportation services

Work with the Head of School, the Administrative Team, and legal counsel to develop, review and update personnel policies; oversee the administration of those policies

Oversee capital projects

Develop, review and update the School's Crisis Management Plan and manage related communications to the School community on a regular basis

With the Head of School, maintain positive relationships with the School's neighbors and the Town of Brookline

Financial Management

Provide timely and accurate financial information to the Head of School and Board

Oversee all aspects of the School's accounting system, including the general ledger

Work with auditors to ensure best practices with applicable accounting procedures and standards; oversee and participate in the annual audit process

Oversee payroll administration, benefits accounting and reporting

Manage the insurance program

Manage the financial aid program

Oversee the filing of all required financial reports and taxes

Complete annual surveys and reports for benchmarking purposes

Board and Committee Assignments; Memberships

Attend Board meetings ex officio

Member of the School's Administrative Team

Chair of the School's Health and Safety Committee

Work with the Faculty Compensation Committee and various parent committees

Maintain appropriate professional memberships such as AISNE and NBOA

QUALIFICATIONS

Education and Experience

MBA or Masters in finance, accounting or related field desired

10 years of relevant financial and administrative experience

Familiarity with school operations

Knowledge, Skills and Abilities

Ability to think analytically and strategically; excellent problem solving and negotiation skills

Blackbaud Accounting Systems and ADP PC Total Pay knowledge

Demonstrated technology competency with word processing, accounting software, spreadsheet, and internet functions

Excellent accuracy, attention to detail, and patience

Demonstrated knowledge of management principles and practices

Demonstrated knowledge of accounting practices and project and budget management specific to schools

Excellent communication skills, both oral and written
Ability to manage, evaluate and motivate staff
Ability to work with a diverse group of faculty, staff, parents and other constituents with fairness, respect, consistency and integrity
Self-motivated and able to work independently while maintaining the highest professional standards
Excellent organizational skills; ability to establish and manage multiple priorities; ability to work under pressure

APPLICATION PROCESS

Please submit a cover letter and resume electronically to debbiemartinconsulting@comcast.net