

Marin Primary & Middle School
Job Description

Title: Director of Finance and Operations
Reports to: Head of School
Status: 100% position, Exempt Employee

The Director of Finance and Operations oversees all financial, operational and human resource issues related to the effective running of the School. The Director of Finance and Operations supports the efforts of the Head of School, Finance Committee, Audit Committee, Master Plan Committee, and the Board of Trustees and provides information and analysis on a variety of topics as requested. The Director of Finance and Operations is required to have thorough knowledge of not-for-profit accounting and finance issues, outstanding organization and time management ability, supervisory and problem-solving skills, resourcefulness, patience, respect, empathy, efficiency, and creativity. As an officer of the school, the Director of Finance and Operations is a signatory for legal agreements for the School.

I. General Responsibilities

- Work closely and effectively with the Head of School, Board Treasurer, and members of the Leadership Team and Board of Trustees to support the mission and ensure the financial stability and long-term sustainability of the school
- Provide faculty, staff, parents, and other members of the MP&MS community with timely, accurate, and useful information
- Oversee maintenance of school facilities
- Administer the school's Tuition Assistance and Tuition Support programs
- Recommend changes in fiscal policy, including investments, collections, banking, and reporting
- Work as a team with the Associate Director of Finance and HR and Accounting Manager to assure effective day-to-day management of all financial matters
- To read and approve all agreements entered into by the School or on its behalf, seeking legal advice as necessary.
- To sign all contracts greater than \$500 in total value (Head of School can also do this).

II. Human Resources Management

- Supervise the work of the Associate Director of Finance and HR and the accounting manager and the use of the ExponentHR program (or successor service) to maintain accurate, up-to-date personnel information on current and former employees
- With the Associate Director of Finance and HR, maintain, edit, and distribute employee manual
- With the associate Director of Finance and HR, stay abreast of and ensure compliance with all relevant employment laws
- With the Associate Director of Finance and HR, manage the exit process for terminated employees, including: Collect keys; administer benefits under COBRA; inform and assist terminated employees with the maintenance and rollover of non-COBRA benefits (retirement, long-term care, life insurance, disability); track

termination information for legal purposes, including unemployment claims;
manage unemployment claims

- With the Associate Director of Finance and HR, manage Workers' Compensation claims; supervise the Workers' Compensation audit.

III. Benefits Administration

- Monitor existing benefits for quality, cost-effectiveness, and appropriateness; research new benefit opportunities; work with outside benefits broker to evaluate, improve, and renew plans as appropriate
- With the Associate Director of Finance and HR, maintain retirement benefit accounts at One America and TIAA-CREF (and any succeeding organization) on behalf of employees.

IV. Accounting and Financial Management

A. Monthly Reconciliation and Closing

- Supervise monthly close of accounting books
- Supervise and reconcile employee benefits, restricted revenue and related accounts, clearing accounts, security deposits, employee advances, tuition prepayments, and field trip payments
- Produce income statement, balance sheet, notes, and other reports as required by Finance Committee and Head of School.

B. Accounts Receivable

- Supervise and assist the accounting manager in the following:
- Prepare annual invoices for tuition and other fees
- Prepare monthly invoices for tutoring and other student expenses
- Track delinquent payments, answer questions regarding receivable and resolve disputed balances.
- Record change requests after they are documented and approved.
- Supervise collection of checks, preparation of deposits, and the process of depositing; post deposits to accounting system
- Coordinate and reconcile donation income with Development Department
- Update forms and systems as appropriate.

C. Accounts Payable

- Approve all check requests and invoices
- Facilitate approval process by department heads and Head of School
- Follow up with vendors in the event of missing invoices, late payments, questions, or problems
- Supervise the production of checks by Accounting Manager
- Sign checks and coordinate signing by Head of School or other signatory
- Update forms and systems as appropriate.

D. Reporting

- Produce and present to Head of School and Finance Committee Chair for review on a quarterly basis before presenting to Board of Trustees:
 - Income statement and notes to financial statements
 - Report of capital expenditures

- Abbreviated Income Statement for the Board
 - Budget variance reports
- Prepare financial information for the Annual Report
- Provide financial information, statistics, and personnel data for other official purposes as needed throughout the year, including various surveys the school chooses to participate in
- Prepare agendas for Finance Committee Meetings and Audit Committee meetings with the Committee Chair.

E. Audit

- Manage the annual audit; supervise the involvement of other staff, request necessary information, and provide assistance to other staff preparing audit information
- Work with the Audit Committee of the Board to review the recommendations of the auditors.

F. Budget

- Consult with department heads, division directors, head of school and Board on budget needs
- Work with the Head of School to develop the annual budget; present preliminary budgets to the finance committee and board and make adjustments as necessary until a final budget is approved
- Maintain supporting documentation to assist in monitoring budget; provide regular updates to directors and others responsible for specific budgets
- Evaluate budget vs. actual numbers for current and prior years
- Present final budget to faculty and staff to develop understanding of independent school finance and the budget process
- Enter budget numbers into Accounting System and monitor financial statements in relation to the budget.

G. Banking

- Serve as primary liaison with all banks and financial institutions
- Review all bank reconciliations monthly; monitor accounts to ensure cash flow and maximize earned interest
- Ensure that proper signatories are maintained for all accounts.

H. Accounting Systems

- Evaluate Accounting System software and other relevant software in relation to MP&MS needs; stay abreast of new software that may be of value to the school
- Maintain chart of accounts and make adjustments as necessary.

I. Insurance

- Coordinate insurance coverage for:
 - General Liability, Sexual Harassment, Directors and Officers, Automobiles, and other needs
- Work with insurance broker (currently Bolton & Company and USI) to insure that all coverage is adequate, appropriate, and cost-effective and that policies are renewed on time and paid for promptly, as part of overall Risk Management strategy

- Evaluate insurance broker periodically and recommend changes when appropriate
- Assist with filing claims and managing reimbursement when necessary.

IV. Tuition Assistance Programs

- Administer the Tuition Assistance and Tuition Support Program
 - Update letters to parents and application forms yearly
 - Coordinate use of the outside online program used for submission and evaluation of applicants for financial aid
 - Collect applications, review online information, and make award recommendations to the Head of School and Tuition Assistance Committee.

V. General Management

- Hire, train, supervise, and evaluate: Accounting Manager, Associate Director of Finance and HR, Network Administrator, and Facilities Manager
- Summer Camp: Work with Summer Camp Director to ensure sound fiscal management
- Bus System: Work with transportation organizations (currently Michael's Transportation and Zum) to manage student bussing system.

VI. Special Projects

- Manage annual statistical collection and reporting to NAIS and Cal-ISBOA
- Maintain memberships with these and other organizations
- Manage data collection for outside consultants as requested by the Head of School.

Additional duties

- Parking lot duty, as needed
- Lunch cleanup one to two weeks each year.

Other duties as assigned by the Head of School

Physical Requirements & Work Environment

Marin Primary & Middle School is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

- For the purposes of the ADA, all duties listed are essential job functions except those listed in the additional duties section
- Work is normally performed in a typical interior/classroom work environment, with typical classroom noise and other disruptions
- Both sitting and standing are required during a regular work day
- Normal vision and hearing abilities are required to interact with students, parents, faculty, and staff, and with school equipment
- Ability to occasionally lift up to 30 lbs
- Ability to work at desk and computer screen for extended periods of time
- Ability to turn, bend and reach
- Ability to move oneself around the campus
- Ability to drive to other locations for meetings, conferences, etc.

- Position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing

MP&MS is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request an accommodation for pregnancy, childbirth, or related medical conditions.