



## Job Description: Director of Finance

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Position Title	Department	Reports to
Director of Finance	Administrative	Head of School
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	January 2020

### **OVERVIEW OF WOODLAND SCHOOL**

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual's voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners. Our students' innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multi-sensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School's faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

### **POSITION OVERVIEW**

The Director of Finance reports directly to the Head of School and is responsible for all financial functions and activities including accounting, budget, record keeping, human resources, insurance, tax, audit, and physical plant oversight. An accountant and a facilities manager report to the Director of Finance. The Director of Finance also provides support to the Board of Directors on issues pertaining to the financial operation and strategic planning for the school. The successful candidate will demonstrate a high level of integrity as well as excellent communication, administrative, and interpersonal skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee the development, administration, and reporting of the operating and long-term budgets to the school's Board of Trustees; Finance Committee; auditors; federal, state, and local authorities; lenders; donors; and various school administrative offices
- Coordinate with the Head of School financial planning for the School, including the preparation of the annual budget
- Prepare monthly, quarterly and yearly financial statements.
- Establish policies, procedures, standards and strategies for areas of responsibility and provide adequate internal control capabilities and strengths to safeguard the school's assets.
- Manage and perform all aspects of the Accounts Payable and Accounts Receivable.
- Build and/or maintain the school's short- and long-term strategic financial models.
- Serve as chief staff liaison to the Audit, Finance, and Facilities committees of the Board of Trustees, working closely with committee chairs and organizing agendas and meeting materials.
- Partner with the Director of Facilities in overseeing the physical plant, grounds, and construction functions with the Director of Facilities.
- Collaborate with the Head of School to provide sound and consistent employment policies for hiring, management and termination, adequate staffing levels, compensation, and appropriate benefits program
- Administer all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans.
- Oversee the annual financial and 401(k) plan audits and filings of tax returns.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty and staff, parents, and trustees.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree required; MBA and/or CPA preferred
- 5-plus years of financial and business leadership and human resource management experience
- Experience on senior administrative teams and working with non-profit Boards
- Experience working in an educational setting or another non-profit organization
- Ability to use and knowledge of accounting software systems, data retrieval, report preparation, word processing and spreadsheet programs.
- Excellent planning, communication, and organizational skills
- Ability to manage multiple projects simultaneously and to adapt to changing environments and priorities.
- Strong interpersonal, organizational, networking, facilitation and management skills; work both independently and within a team-oriented structure.
- Position requires absolute confidentiality and professionalism in appearance, attitude and presentation.
- A self-starter with the ability to work productively and meet bench marks and goals timely and without day-to-day supervision

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

### **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to [lhoward@woodland-school.org](mailto:lhoward@woodland-school.org).

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform

any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*  
[www.woodland-school.org](http://www.woodland-school.org)