

## Director of Finance

**Reports to:** Head of School and sits on the Senior Leadership Team

Start date: July 1, 2025

### Position Overview:

Greene Street Friends School, a PS-8 Independent School in Philadelphia, PA, is seeking a highly skilled and experienced Director of Finance to lead and oversee the financial operations of the school. This individual will play a critical role in the management of the school's budget, employee benefits, and retirement contributions. The Director of Finance will work closely with the Head of School, the board's finance committee, and other senior leadership to ensure that the school's financial resources are being allocated efficiently and effectively to support the educational mission.



### Key Areas of Responsibility:

#### 1. Budget Oversight and Financial Projections:

- Coordinate timely and accurate month-end general ledger closings, reconciliations, and internal reporting.
- Supervise the work of the accounting team to ensure timely and accurate financial reporting, including timely and accurate payroll processing.
- Coordinate the annual external audit, including completion of schedules and reconciliations and working with the accounting team and the auditors to ensure a timely and clean audit.
- Responsible for all external financial reporting, including loan covenants.
- Lead the development, management, and monitoring of the school's annual operating budget and other financial/operational metrics.
- Provide regular financial forecasts, projections, and recommendations to ensure the financial health of the school.
- Monitor the school's financial performance, accounts payable, and receivable, and suggest corrective actions when necessary.
- Report financial data to professional organizations such as NAIS DASL.
- Prepare and present financial reports to the Head of School, Board of Trustees, and other stakeholders.
- Execute a strong understanding of accounting practices and systems.
- Development of financial policies and standards in adherence with best practices to protect the school's assets.

**2. Oversight of Human Resources Employee Benefits:**

- Work with the Human Resource team to deliver competitive and comprehensive benefits, employee enrollment, and communications regarding benefits.

**3. Risk Management:**

- Oversee the administration and maintenance of all property, casualty, and liability insurance for the school.

**4. Investment Oversight:**

- Work with the board's finance committee to select and monitor endowment investments.

**5. Management of Vendor Contracts**

- Maintenance and oversight of vendor contracts for the school.

**6. Collaboration with Leadership**

- Work closely with the Head of School and senior leadership team to provide financial insights that guide strategic decision-making.
- Serve as a trusted advisor on all matters related to school finances, budgeting, and financial planning.
- Assist in long-term financial planning and sustainability strategies.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's preferred).
- CPA or similar professional certification preferred.
- Minimum of 5 years of experience in a financial management role, ideally in a nonprofit or educational setting.
- Proficiency with financial software (experience with Blackbaud's Financial Edge and Tuition Management is a plus) and Excel are required.
- Strong knowledge of financial reporting, budgeting, forecasting, and accounting principles.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with staff, administrators, and trustees.
- Ability to work independently as well as with staff, teachers, parents, and community groups, and at all times to exhibit a positive attitude, to be

self-motivated, and to be able to cope successfully with stressful situations, schedules, and deadlines.

- Understanding of and appreciation for Quaker values.

### **Compensation and Benefits:**

- Competitive salary commensurate with experience.
- Health insurance and other employee benefits, including retirement contributions, and possible tuition benefits.
- Opportunities for professional development and continuing education.

How to apply:

Rebecca Zug, Ed.D is the independent consultant for this search. Interested applicants should send the following:

- a cover letter
- Current resume
- 5 professional references with email, phone number, and relationship to you (these will not be contacted without your permission)

Send these materials to her email: [zugrebecca@gmail.com](mailto:zugrebecca@gmail.com). Initial interviews with the search consultant will be ongoing. The start date is July 1, 2025.

### **Equal Opportunity Employment Policy:**

Greene Street Friends School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion or creed, familial status, pregnancy, childbirth, sexual orientation, gender identity or expression, national origin, disability, age, gender identity, personal appearance, genetic information, economic background, political affiliation, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.