



MARBURN
ACADEMY

Senior Director of Finance (12 month/Full time)

Summary and Scope of Role

The Senior Director of Finance is the lead financial officer of Marburn Academy. The ideal candidate will have a minimum of a Bachelor's degree, 10 years of experience in Finance and a CPA or related experience. The position has primary responsibility for managing and facilitating the functions of the business office, information technology, and building management. The position also provides support to the Head of School in the execution of their duties to facilitate and forward institutional advancement.

The lead financial officer reports directly to and serves as a strategic partner to the Head of School and is a member of the Executive Team. The Senior Director of Finance serves on the Board of Trustees Finance Committee, as well as other committees as directed by the Board. The Senior Director of Finance provides leadership and management of the School's finances and is responsible for the supervision, coordination, and administration of all aspects of the business office, plant and facilities, information technology, risk management, and policy management. In partnership with the Head of School, the Senior Director of Finance maintains relationships with banks, professional accountants, insurance companies, and other relevant external parties.

Responsibilities

School Culture and School Operations

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Conduct self in presence of students, parents, and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal "boundaries" in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role of faculty member.
- Effectively perform other duties assigned by the Head of School
- Support the school and its leadership team

- Serve on school-wide and standing committees as needed
- Engage in continuous learning to maintain and enhance knowledge of subject area
- Represent the school at various regional, state, and national associations relative to the role of being the lead financial officer
- Strong understanding of School Administration

Primary Responsibilities

- Support the Head of School and the Board of Trustees in the development of school policies and procedures that support the mission of the school and safeguard the well-being of the school and its employees.
- Develop and manage, with the Head of School and Finance Committee, the annual operating budget, the long-range financial plan and budgets related to special projects and/or capital campaigns;
- Prepare regular financial reports for the Finance Committee and the Board which reflect the financial position of the school in comparison with the approved budget;
- Oversee all school purchasing, cash management, financial investments, banking activities, payroll and, in partnership with the Chief HR Officer, benefits program;
- Oversee the preparation of financial records for annual independent audit and assist the audit team in preparation of form 990 and other returns, including the form 5500;
- Supervise the work of the business office staff and use standard accounting and bookkeeping procedures to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable
- Provide a regular report of expenditures for use of each department within the school;
- Track and report financial information to the Ohio Department of Education as required to secure administrative cost reimbursement and auxiliary funding;
- Be constantly aware of opportunities to improve the school's financial model, including potential new government or agency funding sources;
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school; and
- Oversee the administration of financial assistance awards as a member of the Financial Aid Committee; support the re-enrollment process for students overseeing the compilation and online posting of enrollment contracts.

Information Technology

- Oversee the direction of the school as it relates to Information Technology;
- Supervise and consult with the Director of Technology and provide direction and support where necessary;
- Serve as a conduit between the Executive Team and the technological needs of the school; and, remain abreast of and oversee application for technology grants available to the school.

Facilities Management

- Provide leadership and direction to the Facilities Manager, who oversees the physical operation of the school; oversees the maintenance and cleaning programs; develops,

maintains and reports all required environmental, health and maintenance standards as required by law and ensures compliance with all regional, state and federal regulations and laws as they impact the school; and, oversees the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions;

- Oversee campus security and emergency preparedness.

Qualifications, Education, and Skills

- Alignment with Marburn's Mission and Core Values
- High ethical standards, a sense of integrity, and respect for all of Marburn's constituents
- Strong interpersonal acuity and a proven ability to forge relationships with a large and diverse community of people
- Strong written and verbal communication skills
- Intelligence, critical thinking, focus, and creativity
- Proficient with Google Workspace, Microsoft Office, and email
- Minimum 4 year related degree – Degree in Accounting/Finance Preferred
- CPA or related experience
- 10+ years of related experience
- Successfully pass a background check (FBI, BCI, Sex Offender)

Physical Requirement

- Ability to stand, traverse, and present for extended periods of time
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to participate in outdoor activities of the school as needed
- Ability to move, lift and position:
 - Regularly up to 10lbs
 - Frequently up to 11lbs-30lbs
 - Occasionally over 30lbs
 - Rarely up to 50lbs with assistance as required

Hours

- Monday-Thursday: 7:30am-4:30pm with the staff member expected to be available, as needed, after 4:30pm for meetings with parents, teachers, administrators, or other duties.
- Occasionally, the staff member will be required to participate in certain activities such as field trips, afternoon or evening events, and overnight or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Graduation, Voyageurs Trips, Middle Division DC Trip, Curriculum Night, Parent Conferences, Graduation, Discovery Nights, Dances, etc.).

Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.