



St. Stephen's Episcopal School

DIRECTOR OF FINANCE

 Harrisburg, PA



Immediate Hire

Founded in 1978 as the primary mission of **St. Stephen's Episcopal Cathedral** in Harrisburg, PA, St. Stephen's Episcopal School provides a superior education in an Episcopal setting to students of all faiths and ethnic heritages, cultivating confident individuals who contribute positively to their families, school, and larger community. SSES has approximately 130 students, preschool through 8th grade, and is composed of 70% students of color, with over 60% of students receiving some level of tuition assistance. Students benefit from small class sizes, strong academics, and a sense of belonging in a loving community. The school values and celebrates ethnic, socioeconomic, racial, religious, and sexual/gender orientation diversity.

POSITION OVERVIEW:

St. Stephen's seeks a highly qualified **Director of Finance** to direct the school's business operations, including: internal and external business and financial matters, contracts, purchasing and sales arrangements, legal and regulatory requirements, the human resources function, and all business/personnel related compliance requirements. Oversees all financial functions and activities including: accounting, audit, budget, credit, insurance, tax and treasury. This position will report directly to the Head of School. The School is seeking to fill this role immediately.

WHO WE'RE LOOKING FOR:

Our Director of Finance will work closely with the Head of School to develop, manage and execute a strategic financial vision for the future of SSES.

- Tactical and creative thinker with the ability to align financial and HR strategies with organizational goals.
- Demonstrated expertise in forecasting, cost management, and accounts receivable.
- Ability to manage HRIS systems and human resources functions.
- Ability to work independently and collaboratively.
- Ability to work effectively with multiple supervisors, and balance and prioritize multiple requests.
- Mastery of technological tools to support financial planning, management and processes.
- Excellent analytical, communication, and presentation skills.
- Ability to live up to the mission and demonstrate the values of the school.

QUALIFICATIONS/REQUIREMENTS:

- Bachelors' degree in finance, accounting or related field.
- Minimum of five (5) years of experience as Director of Finance or similar role, preferably at a nonprofit.
- Strong background in risk analysis and financial report interpretation. Ability to provide financial projections and recommendations to support financial forecasting and budgeting.
- In-depth knowledge of GAAP (Generally Accepted Accounting Principles) and financial planning policies, procedures, practices and software programs.
- Proficient in profit loss analysis and financial statement preparation.
- Effectively present to the Board of Trustees and other stakeholders on budget and long-range planning issues and attend Finance Committee meetings on a monthly basis.
- As part of the terms for employment and in accordance with state law, all employees undergo national, state and local background checks before starting.

RESPONSIBILITIES:

Working closely with the Head of School, the Director of Finance will develop and implement plans that meet the school's financial objectives and sustain positive relationships with the various constituencies critical to a thriving independent school.

- Oversees and/or directs accounting, budgeting, audit, tax, treasury, purchasing, long range forecasting, risk management, human resources, compliance and insurance activities for the school.
- Manage budget and forecasting to lead the annual budgeting process, monitor budgets, and work closely with the Administrative team to ensure financial resources are allocated efficiently.
- Monitors the school's financial position and issues periodic reports on its financial stability, liquidity, and growth models.
- Ensures compliance with school policies and procedures, and state and federal regulations.
- Oversees the administration of employee benefits, manage costs, and ensure effective communication.

- Oversees the development and maintenance of the school's personnel policies and procedures, employee handbook, and personnel forms, and recommends changes to school administration.
- Oversees and assures the reliability of internal financial reporting systems, financial controls and management information systems, and oversees all external reporting.
- Oversees the preparation of reports of disbursements, special analyses, and information reports for school administration and the Board; makes recommendations for changes and/or improvements to monetary control and adherence to the budget.
- Explores and analyzes studies of general economic, business, and financial conditions and their impact on the school's policies and operations.
- Partners with the Director of Advancement to provide support and analysis around fundraising initiatives.
- Partners with the Admissions Director and Tuition Assistance Committee to provide support and analysis around admissions and financial aid decisions.



OPPORTUNITIES FOR THE NEW DIRECTOR OF FINANCE:

- Build the School's short and long-term strategic financial models in conjunction with the Strategic Plan.
- Implement financial systems, business relationships, infrastructure and operations to provide enhanced and streamlined services.
- Assist leadership and the Board of Trustees in the effective management and growth of the School's finances and endowment.
- Continue to advance the School's positive relationship with the greater community.
- Bring new ideas on a range of issues, including increasing non-tuition revenue and internal policies and controls, tuition pricing, financial aid.

EMPLOYEE BENEFITS:

- Salary Range: \$50,000-\$60,000 commensurate with experience.
- Medical/Prescription/Dental/Vision Insurance coverage through a group health insurance plan.
- Simple IRA plan, with school donation regardless of employee contribution.
- Professional Development and Continuing Education funds.
- Generous paid time off and holidays during the school year.



HOW TO APPLY:

St. Stephen's Episcopal School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Head of School, Michelle Loucas), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Recruiter, at ashlyn@dovetailedsourcing.com. Please do not contact the school directly.

St. Stephen's Episcopal School does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability and familial affiliation or any other characteristic protected by law. Black, Indigenous, & People of Color are encouraged to apply.