



Director of Finance

The mission of New Hope Academy is to be a Christ-centered school educating a racially and socio-economically diverse student body by establishing a biblical worldview and preparing each child to flourish academically, socially, emotionally, and spiritually.

Department: Business & Finance Office

Reports To: New Hope Academy Head of School

Classification: 12-month staff position

Hours: Full-time, exempt

Benefits: Applicable

Start Date: July 1, 2024

Reporting

The Director of Finance will report directly to the Head of School. This position calls for a strategically oriented and experienced finance and business operations professional who will work closely with the Head of School, various department heads, and the Board of Trustees. The position is part of the senior leadership team of the school and has a direct impact on day-to-day decisions and operations, as well as mission-driven policies and guidelines.

Key Responsibilities

- Work with the Head of the School to provide strategic direction and implementation of all matters relating to finances, internal operations, budget preparation, facilities planning, human resources, and related policy formulation and interpretation.
- Ensures the safekeeping of the school's assets and the integrity of the accounting records, and provides accurate and timely financial information to the Head of the School and Trustees on School operations.
- Manages and directs the annual operating budget of approximately \$3M dollars, including supervising the day-to-day business function.
- Works, in collaboration with department heads, on establishing and tracking approved budgets and expenses for each department of the school.



- Participates in the annual budgeting process and discussions.
- Oversees the administration and reporting on the operating budget to the School's Board of Trustees, the auditors, and federal, state, and local authorities.
- Organizes and coordinates reporting material for monthly Finance Committee and Board meetings.
- Participates in the meetings and decision process of the Scholarship Committee, tasked with granting scholarships and financial aid.
- Oversees the distribution of financial aid and collection of past-due tuition.
- Assures up-to-date and equitable policies and procedural plans for salaries, wages, benefits, and all conditions of employment for School employees.
- In conjunction with the Director of Operations, collaborates with general counsel and/or insurance broker regarding all Risk Management matters.
- Assists with the negotiation of transactional documents, investment documents, and vendor contracts.
- In conjunction with the Director of Operations, identifies third-party vendors, solicits vendor quotes, and manages vendor contracts and terms.
- Supervises key Business Office professional staff.
- Monitors the investment directives instituted by the Finance Committee and Board.

Qualifications

New Hope Academy seeks the following personal values, professional skills, and work experiences in the new Director of Finance.

- Personal relationship with Jesus Christ.
- Understands the mission of New Hope Academy and is committed to realizing the mission in the lives of our students.
- The ability to serve as a strategic and visionary business thinker, capable of providing positive and proactive solutions to business issues.
- An open and collaborative leadership skill set; a team player.



- Excellent communication skills, both oral and written.
- Knowledge and experience in setting up effective financial controls and proven financial modeling and forecasting skills.
- Effective negotiation skills in developing contracts with external vendors.
- A strong background in financial management and modeling, business services, human resource and benefits administration, and organizational operations.
- A highly effective financial and business manager, capable of earning the respect and attention of the faculty, administration, staff, families, and the Board of Trustees.
- Ability to interface with all constituencies of the school community – the Head of the School, the administration, staff, faculty, students, the Board of Trustees, alumnae, parents, and friends of the school.
- Experience and ability to use technology to support the school.
- Ability to lead, motivate, and manage staff, and hire new talent.
- Experience in an independent school setting is preferred, although individuals with strong financial and leadership skills in a related field are encouraged to explore this opportunity.
- 10+ years of work experience in a financial and business leadership position.
- Bachelor's degree required, M.B.A. and/or a master's degree in a related field strongly preferred.
- Proficiency with QBO, FACTS, Blackbaud and MS Excel preferred.

If you are interested in applying for the position, please send a cover letter and resume to the Head of School at twilliams@nhafranklin.org.