**Director of Finance and Business Operations**

Mead Hall Episcopal School is the parish day school of St. Thaddeus Episcopal Church. Mead Hall's two campuses serve as a pillar in the educational community of the CSRA by challenging students to pursue academic excellence, spiritual growth, and moral integrity. Our school has approximately 360 students with a wide range of interest in academic, athletic, and extracurricular activities. Small class sizes and a rigorous college preparatory curriculum prepare students for a lifetime of learning and leadership. Mead Hall is accredited by the Southern Association of Independent Schools (SAIS). Mead Hall Episcopal School seeks candidates who are supportive of the school's mission, vision, and core values.

The Director of Finance and Business Operations is responsible for the day-to-day finances and business operations at Mead Hall. The Director of Finance and Business Operations reports directly to the Head of School and is a member of the senior leadership team of the school.

**Responsibilities:**

Manage day-to-day financial operations, keeping an accurate and continuous record of the cash and financial position of the school

Monitor bank account balances and submit requests to the Head of School when fund transfers are required and checks signed

Manage accounts payable, accounts receivable, and payroll

Maintain record of all deposits, including application of tuition payments to students' accounts

Compile monthly payroll information and coordinate payroll preparation

Reconcile balance sheet accounts

Prepare monthly financial statements, monthly operating statements, and quarterly forecasts for the current fiscal year and submit them to the Head of School and Treasurer

Provide monthly reports of expenditures as needed by the Head of School and Treasurer

Provide reporting to external stakeholders (banks) as required per the terms of financing agreements

Assemble the annual budget and long range plan in the fall of each year, including cash flow projections and cash management

Establish a plan and schedule for the preparation of the annual budget in the fall of the academic year

Monitor actual performance against budget and forecast year-end results.

Manage existing contracts and negotiate new ones with vendors for non-academic services

Manage the annual external audit of the school's financial records

Maintain appropriate levels of insurance to protect the property and to cover the liability of the school. Includes property, liability, worker's comp, and student accident insurance

Assist the Head of School with data regarding salaries and benefits for all personnel

Supervise and direct the business office staff

Attend monthly board meetings as needed

Perform other duties as assigned by the Head of School

**Qualifications should include:**

Bachelor's degree in accounting or business; (MBA preferred)

A minimum of five years in accounting or business administration, preferably in a non-profit or school setting

Expertise in QuickBooks

Excellent communications and customer service skills

Ability to learn and use FACTS, our school management and finance software.

Supervisory experience preferred.

**To apply:** Please send a cover letter and resume to the Head of School, Frank Sawyer (fsawyer@meadhallschool.org)