

Director of Finance
School Year 2019-2020
Full-time, 12-month position
Start Date: Summer 2019



Washington Latin is looking for an experienced and highly qualified Director of Finance to work as a member of the school's leadership team beginning during the 2019-2020 academic year. The candidate must be willing and able to work with other administrators, faculty, parents students and the Board of Governors. The candidate must also be willing to involve him or herself in the life of the school.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

Washington Latin is planning on adding a second campus in the fall of 2020, with a projected full enrollment of 700 or more students by the fall of 2026.

[Read more](#) about Latin's model, teaching approach, and community on our website.

THE OPPORTUNITY:

The Director of Finance is charged with leading and facilitating all aspects of Washington Latin's financial management and compliance. This position reports to the Head of School and works closely with the Board of Governors and the school's senior administrative team. After expansion, the Director will be responsible for financial management and compliance of both campuses.

Key responsibilities include:

Financial management

- ☑ Develop financial management policies and internal controls for the school in consultation with the Head of the School and Board of Governors Finance Committee and train other staff in their implementation;
- ☑ Create annual and multi-year budgets for the school ensuring that short and long-term financial goals for the organization are met;
- ☑ Oversee accounting operations, including accounts receivable and payables, tracking financial statements for the school as a whole and for each department on a monthly basis, including budget vs. actuals reports;
- ☑ Coordinate Finance Committee meeting calendar and agenda for monthly meetings in collaboration with Head of the School and Board Treasurer;
- ☑ Present and highlight material changes in monthly financial reports to the Finance Committee and the Head of the School, as well as the Board of Governors as a whole;
- ☑ Supervise external accountant and human resources consultants and internal staff members in handling accounts payable, payable entries, payroll, employee benefits management, and school internal transportation program;
- ☑ Manage procurement policy and processes for required contracts;
- ☑ Monitor vendor spending monthly to ensure compliance with procurement policies;
- ☑ Manage annual independent financial audit and retirement plan audit process, as well as the preparation and approval process of the 990 and 5500 forms.

Grant management and general compliance

- ☑ Collaborate with the Director of Development and department managers in the creation of budgets for private foundations and government grants;
- ☑ Track revenues and expenditures and maintain records for each grant award;
- ☑ Verify that funding sources are coded properly in the accounting software;
- ☑ Provide financial information and reports as needed to support the development department in seeking new grants;
- ☑ Observe all compliance regulations required by DCPSB, OSSE, DOE, IRS and all other pertinent State and Federal government agencies for the school and its LLC.

Human Resource management

- ☑ Integrate staffing needs in budget creation process in coordination with Head of School and principal(s);
- ☑ Support and facilitate the distribution of letters of employment to all faculty annually;
- ☑ Maintain and reconcile the budget salary spreadsheet;
- ☑ Oversee and approve the payroll process with the support of third-party HR consultants and accountants;
- ☑ Maintain Employee handbook and support the Head of School in the implementation of personnel policies as needed;
- ☑ Design employee benefit packet in consultation with the Head of School to optimize benefits for employees and ensure financial sustainability.

WHO YOU ARE:

You are a leader, facilitator, team player, strategic thinker, problem solver and self-starter. You are adept at working in a fast-paced environment, with many different responsibilities and many different moving parts. You are comfortable with both complexity and ambiguity and you are able to adapt to shifting priorities. **You have the capacity and desire to grow with the organization and to assume more challenging leadership and management responsibilities.**

You are also a reflective, results-driven professional who:

- Understands and is compelled by the Washington Latin mission, vision and values;
- Has business acumen and functional experience in finance, accounting, and operations, preferably at an education-based non-profit organization or LEA;
- Has meticulous organizational ability to set priorities, organize workload, handle multiple responsibilities with exceptional attention to detail, and meet deadlines;
- Has emotional constancy and extraordinary interpersonal skills to ensure authentic purposeful and professional colleague and stakeholder relationships across the organization;
- Is an honest, sensitive, and effective communicator, with sharp instincts and ability to adapt content, style, and approach depending on audience and situation;
- Is discreet and shows the highest commitment to professionalism;
- Shows optimism, maturity, and personal resiliency; and
- Seeks to maintain some healthy balance of professional and personal time.

EDUCATIONAL BACKGROYNND AND WORK EXPERIENCE:

- Bachelor's degree from a competitive college or university required, Master's degree (MBA) preferred;
- 5+ years of professional work experience, including significant financial, operational or project management experience;
- Experience in finance at an education-based nonprofit organization preferred;
- Mastery of Word, Excel, and PowerPoint required;
- Proficiency in QuickBooks or similar data management tool desired;
- Spanish speakers and persons of color are strongly encouraged to apply.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW!

Interested in joining the Latin team or learning more about our school?
To get started, please complete an initial [application](#) . Questions? jobs@latinpcs.org .