



Director of Finance and Operations

Emerson School | Ann Arbor, MI

Emerson School, a Young Fives through 8th Grade independent school located in Ann Arbor, MI is now accepting resumes from individuals interested in being the school's Director of Finance and Operations.

The mission of Emerson School is to provide a dynamic and nurturing learning environment that fosters empathy, communication, creativity, leadership, and above all, a lifelong love of learning.

We fulfill our mission with small class sizes, by providing individualized attention across a broad and rich, student-centered curriculum and through a committed, talented team of educators who help children achieve sustained academic success.

At Emerson, students develop the confidence and skills to become their best selves

Reporting to the Head of School, the Director of Finance and Operations supervises and directs the work related to the business, personnel, and day to day operations of the school. Specifically, the Director is responsible for: Purchasing, Accounts Payable, Accounts Receivable, Human Resources, Technology, Summer Programs, Transportation, Food Service, and Facilities & Grounds.

Responsibilities:

- Overall financial management of the school.
- Manage and monitor cash and endowment fund.
- Advise the head on matters requiring outside counsel especially legal issues involving contracts, liabilities, compliance with regulations and other matters.
- Oversee and manage employee personnel records and flexible benefits program including 403b retirement and health care plans.
- Develop, prepare, and present operating budgets, internal reporting, and periodic financial statements.
- Act as liaison between Board of Trustee committees, departments and teachers regarding, financial, human resources, and operation issues.
- Provide supervision of the Facilities Director, Director of Technology, and the Athletic Director
- Coordinate and facilitate external audits.
- Monitor payables, receivables, and payroll: supervise the maintenance of financial accounts and records ensuring adherence to internal and external regulations.
- Prepare reports for Board of Trustees, committees, and departments.
- Execute risk management, analyze, and oversee insurance coverage.
- Manage facilities, technology, and telecommunications.
- Evaluates and implements new business initiatives including but not limited to financing options.
- Serve on the Administrative Team, Facilities Committee, Financial Aid Committee, Finance Committee, and other committees as designated by the Head of School

Required Skills

- Outstanding financial acumen
- Superior communications skills
- Effective conflict resolution skills
- Ability to form collaborative work relationships to facilitate project completion

Education

- Bachelor's degree from an accredited college or university with major course work in finance. A graduate degree in finance, business administration, leadership, or other appropriate area of study is preferred. Additionally, three to five years of experience, or an equivalent combination of education and experience.

Starting date – July1, 2023

Individuals interested in being considered for the position of Director of Finance and Operations should send their resume and 3 references before February 1, 2023, to:

Director of Finance and Operations Search
C/O David H. Feldman
dfeldman@emerson-school.org
5425 Scio Church Road
Ann Arbor, MI 48103

For more information about Emerson School, visit Website: www.emerson-school.org

Emerson School is deeply committed to diversity, equity, inclusion, justice, and belonging; the school is an equal opportunity employer.