



# THE JANUS SCHOOL

Not all great minds think alike

## Director of Finance and Operations Job Description 2024-2025

The Director of Finance and Operations reports directly to the Head of School and is a member of the Administrative Team. The Director is responsible for all financial aspects of the school and management of human resources, and facilities. This role includes leading the Health, Safety and Security functions of the school. The Director oversees the Staff Accountant, the Facilities Associate, and the Office Administrator as well as the Executive Assistant. He/she exhibits leadership in developing policies, procedures, and forward-looking projections relating to finances, human resources, technology, and facilities at The Janus School.

The school expects the Director of Finance & Operations to incorporate the following elements of professional excellence into your work and program:

1. Knowledge of “cutting edge” content/process
2. High – but not uniform – standards/expectations for all Janus constituents including co-workers, students, parents, vendors and those in other associations with the school, when applicable
3. Mission consistent discipline with all co-workers
4. Active support for colleagues
5. Positive contribution to professional, mission-focused “sense of community” with all constituent groups
6. Responsiveness to all Janus constituents needs

### Key Areas of Focus Include:

1. Financial management
2. Human Resources Management
3. Building Maintenance Management
4. Oversight of Food, Supply, and Transportation management

**Financial Management:** The Director of Finance and Operations supervises the general accounting of the School; prepares monthly financial statements and audits by generally accepted accounting standards; oversees the processing of accounts receivable/payable on a regular basis; ensures that adequate internal controls are in place to the extent possible with the available resources.

- School budget- develops and monitors operating expense budget; prepares annual operating and salary budget; reconciles budget vs. actual reports, income and balance sheets, cash flow; analyzes market data and makes appropriate recommendations for expense/budget changes; proactively develops budgeting process; provides training, oversight, and dynamic management of budget throughout the School.
- Financial reports; maintain a 5-year financial plan which includes a high-level cash management plan.

- Investment management with Finance Committee and Board of Trustees.
- Liaison with servicing banks.
- Maintain close relationship with Director of Development in management of fund-raising activities.
- Chair the Financial Aid Committee. Create appropriate policies and procedures relating to the determination of financial aid. Maintain a close relationship with the Director of admissions with regard to financial aid and financial aspects of the admissions program.
- Liaison with parents and vendors relating to financial problems.
- Process and maintain contracts and agreements for school operations.
- Manage and maintain the insurance programs and providers including: automobile, fire and liability, worker's compensation, boiler and machinery, fiduciary bond, comprehensive, Directors and Officers, umbrella policy and student accident insurance.
- Member of the Finance Committee of the Board of Trustees; acts as primary liaison with Treasurer, Trustee Finance Committee, and Trustee Infrastructure Committee.
- Preparing for and attending Board meetings and the Executive Sessions when requested.
- As a member of the Administrative Team take an active role in the planning and management of the school.

**Operations Management:**

- Human Resources to include benefits management, office management, HR policies and Personnel Manual.
- Analyzes staffing needs in conjunction with Academic Director and Head of School and participates in recruitment process.
- Maintains, analyzes, and recommends changes to employment contracts and recommends salary ranges.
- Ensures accurate completion of payroll and payroll reporting.
- Supervises the custodial services, general maintenance and grounds maintenance including supply procurement, vendor liaison and management of new construction or renovation.
- Supervises the Executive Assistant who maintains food, transportation and supply management responsibilities.

**Other Financial, Human resource, or Operational Duties:**

- All other duties as assigned by the Head of School.