

# Director of Finance and Accounting

## **Responsibilities:**

- Coordinate all financial transactions, including revenue activities, expenditures, record keeping, reporting, auditing, district billing etc.;
- Coordinate all administrative transactions, including the provisions of personnel services, record keeping, reporting, inventory, purchasing, etc.;
- Coordinate the collection of any data required for the preparation of reports to the chartering entity and other appropriate bodies;
- Prepare materials in conjunction with the principal for board meetings;
- Serve as liaison to board finance committee and treasurer of the board;
- Manage facility maintenance and daily operations including custodial staff, student meal counts/ billing and student transportation.

## **Qualifications:**

- BA/BS degree in related field or graduate degree;
- Demonstrated organizational skills;
- Demonstrated ability in data management and presentation;
- Prior experience in an operations manager position;
- Agreement with and commitment to the academic goals and philosophy of the charter school.