

Finance Director

About The Waldorf School of Atlanta

Founded in 1986 as a preschool/kindergarten program, The Waldorf School of Atlanta graduated its first eighth grade class in 2000. We offer preschool to grade eight education for approximately 230 students, including Spanish, Movement Education (Spatial Dynamics and Eurythmy), Music (Recorder, Strings, Chorus, Drumming), Handwork, Woodwork, Practical Arts, and Sports Programs. Our parent/child program warmly introduces young families to Waldorf education. The school is fully accredited by both SAIS and AWSNA.

Our experienced and creative faculty work closely with an active and dedicated Board of Trustees and a committed and talented parent community. An established Core Faculty with years of Waldorf experience share a strong commitment to studying and working with Rudolf Steiner's picture of the developing child.

Job Summary

The Finance Director is an integral part of the School's senior leadership team and is responsible for both the financial operations and financial resources of the school. This position works closely with school leadership and reports to the Administrator.

- Reports to the Administrator
- Full-Time Staff, yearly position (12 months)
- Salary commensurate with experience
- Benefits

Duties and Responsibilities

Primary duties and responsibilities of the position include:

- Directing the School's financial operations, including
 - supervision of Business Office staff,
 - ensuring appropriate internal controls for the safeguarding of assets,
 - protecting confidential information, and
 - ensuring accurate and timely financial reporting.
- Overseeing school business functions, including:
 - tuition billing and collection,
 - accounts payable,
 - contracting,
 - payroll, human resources,
 - accounting and reporting,
 - regulatory reporting and compliance, and
 - other business administration activities.
- Developing the School's annual operating budget, adhering to parameters specified by the Finance Committee and Board and working with faculty

- and administrative leadership to create a mission-driven financial plan.
- Work with the Administrator, Finance Committee, and Board of Trustees to achieve the School's strategic objectives by:
 - Meeting regularly with the Finance Committee, Attending Board of Trustee meetings,
 - Producing regular operating forecast updates for the Finance Committee and Board, to include analysis of actual operating results versus budget, with appropriate variance analysis,
 - Establishing financial and capital strategies that are consistent with the strategic priorities of the school,
 - Serving as the staff person for the Board Finance Committee, Board Audit Committee, and Board Investment Committee,
 - Overseeing the administration of the school's financial assets,
 - Managing the school's insurance and overseeing risk management, including cyber-security, and
 - Participating in independent school association events and regular professional development opportunities to stay abreast of best practices.
 - Serving on the Financial Assistance Committee,
 - Directing relationships with outside financial service providers to:
 - manage banking and investment,
 - complete the renewal of annual employee benefits, including medical insurance, life insurance, and retirement plans including benchmarking against other similar employers, and
 - complete the renewal of external resources to research alternatives and manage the renewal of the annual school insurance package.
 - Ensuring that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements by providing guidance to all levels of management.
 - Overseeing all activities required as part of the School's annual audit, including providing the independent accountants with appropriate schedules, analyses, and documents, as requested, and communicating with the Board Audit Committee regarding the status of the annual audit and the management letter.
 - Overseeing the process for annual reporting of operating information in DASL, AWSNA, as well as other annual external reporting, as needed, particularly related grant funding.
 - Ensuring that the School maintains compliance with all state and local requirements within the purview of the Business Office functions.

Required Skills & Capacities

The successful candidate is expected to possess the following background, skills, and capacities:

- A combination of education and professional experience equivalent to a master's degree in accounting, business, finance, or a related field.
- Experience should include a solid grounding in fundamental finance and accounting systems and procedures; expertise in forecasting and financial modeling; along with significant depth of experience in financial analysis and reporting.
- At least 5 years of experience in a CFO, Controller or Business Manager role preferred.
- Demonstrated leadership qualities, with a capacity to organize and motivate people.
- High ethical standards, keen analytical skills, and a detail-oriented work style.
- Excellent oral and written communication skills.
- Experience working with external auditors, implementing internal controls, and managing compliance-related issues.
- Advanced Excel skills, prior experience working in a Google environment, and a strong working knowledge of business accounting policies, procedures, practices, and financial software programs.
- Demonstrated ability to manage and work collaboratively with faculty, and staff colleagues, as well as the parent community with diverse backgrounds and execute all duties with demonstrated sensitivity, and an understanding of the diverse Waldorf School of Atlanta community.

The Waldorf School of Atlanta (WSA) is committed to providing an inclusive and welcoming environment for its students, visitors, faculty, and staff, and to ensuring that educational and employment decisions are based on an individual's abilities and qualifications. WSA does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in the administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school-administered programs.