

Waldorf School of the Peninsula Director of Finance and Operations

Waldorf School of the Peninsula (Nursery - Grade 12) is celebrating its 40th year of bringing Waldorf education to Northern California. Our school has two beautiful campuses: Nursery through grade 5 in Los Altos and a few miles away in Mountain View are grades 6-12. Our school is a full member of and accredited by the Association of Waldorf Schools of North America and fully accredited by the Western Association of Schools and Colleges. WSP is dedicated to hiring dedicated and highly capable faculty and administration. We invest in our learning and growth to best serve the needs of our students, teachers, community, and each other.

Position Summary:

The Director and Finance and Operations (DFO) is a key member of the School's Administrative leadership team. Reporting to the School Director, this position oversees all financial aspects of the school, sits on the Administrative Council, and advises the Board of Trustees about all financial matters. The DFO leads the Finance Committee and Investment Committee of the Board and is responsible for reporting on all matters that fall under the jurisdiction of the Finance Committee to the Board of Trustees.

The DFO manages the Business Office and oversees IT/Registrar, Facilities, and the Front Office Managers of the Grade School and the High School. Other staff may be assigned as needed.

Essential Functions, Duties and Responsibilities:

Budget and Finance:

- Provide strategic guidance to the School Director and the Board of Trustees regarding financial sustainability and financial strategies
- Steward all financial resources, treasury management, maintain, and develop banking relationships
- Develop financial models for strategic and business planning and analysis.
- Direct and analyze studies of general economic, business, and financial conditions and their impact on the School's policies and operations and prepare long-range forecasts
- Develop and monitor all aspects of the school's \$8 M budget
- Communicate and drive the collaborative budgeting process with all school groups
- Prepare and oversee capital project budgets and financing
- Report regularly to the School Director and the Board of Trustees in a concise and transparent manner
- Report to Bondholders as required
- Ensure accuracy of business office procedures and compliance with internal policies and controls
- Supervise and oversee accounting, tuition contracts, vendor agreements, insurance policies, and all fund disbursements
- Develop, with other members of the Affordable Tuition Committee (ATP), policies and procedures governing the determination of ATP awards. Supply financial models supporting the decision

- Oversee the annual audit, tax return filings, and other government filings required
- Ensure compliance with all federal, state, and local laws and tax regulations

Payroll:

- Supervise the Accounting Manager and ensure the accurate and timely administration of payroll
- Analyze and oversee the school compensation and retirement plans
- Supervise and monitor the school's financial policies/practices and governmental compliance requirements
- Review all financial agreements prior to distribution

Facilities and School Operations:

- Supervise the Facilities Manager, the Grade School and High School Administrative Coordinators
- Oversee and monitor internal policies, practices and systems to facilitate the safe and efficient operation of the school facilities and act as lead for the school's emergency preparedness planning and drills
- With assistance from the Facilities Manager and the campus Administrative Coordinators, ensure safe, secure and well-maintained buildings, equipment and grounds
- Participate actively with architects, construction firms, and consultants on major construction and renovation projects
- Oversee and monitor the Information Systems infrastructure and outside provider performance
- Develop a facilities master plan, in cooperation with appropriate committees

General:

- Manage and support staff reporting to DFO position.
- Maintain and improve processes to match NAIS/CAIS best practices as well as being aware of guidelines from AWSNA, ISBOA and other professional organizations
- Engage in professional development to keep informed of independent school issues and trends as well as necessary compliance mandates

Qualifications:

- Significant experience as a CFO or senior level experience in financial planning, analysis and general accounting
- Sound business judgment and financial acumen, and strong problem-solving skills
- Strong interpersonal skills and ability to work collaboratively with different constituents
- Ability to think strategically and creatively while tending to daily practical matters
- Comfortable managing external relationships with auditors, lenders, contractors, suppliers and other professionals

Benefits and Compensation:

Waldorf School of the Peninsula provides 100% medical, dental, and vision coverage for the employee and their dependents. A generous tuition remission benefit is available for children of

the employee, 19 holidays and 4 weeks vacation. Depending on experience, certification and education, the yearly salary range is \$125,000 - \$140,000.

To apply:

Please send a cover letter and resume to hr@waldorfpeninsula.org