

**JOB TITLE: Director of Finance and Human Resources**

**JOB TYPE:** Full-time/Exempt

**SHIFT AND SCHEDULE:** Monday to Friday (In-Person)

**SALARY RANGE:** \$115,000 to \$140,000 a year

**PHYSICAL SETTING:** Office

Reporting to the Chief Financial and Operating Officer. As a key player in our team, you will lead Finance and HR and supervise the full-time Accounting Manager. You will balance strategic thinking and lots of hands-on work. A key initiative will be to modernize and automate legacy processes and systems to improve efficiency.

MP&MS is committed to having a diverse faculty and staff. MP&MS encourages applications from all qualified individuals without regard to race, national origin, religion, age, gender identity or expression, sexual orientation, age, disability, citizenship, veteran status, or any other basis protected by law.

**EXPERIENCE LEVEL:**

- 5+ years of experience in Finance and Accounting. Prior supervisory and Human Resources experience.
- University degree in Business Administration, Finance, or Accounting required. Master's degree in business administration preferred.
- HR or CPA certification a plus.
- Proficiency in computer-based accounting systems, such as Sage, MIP, QuickBooks
- Knowledge of State and Federal employment-related regulations and compliance requirements; payroll processes and strategic planning expertise
- Strong fiscal management and reporting skills. Experience with the preparation of financial statements, cash flow projections, and financial analysis.
- Proficiency in Microsoft Office (MS Excel, MS Word), HRIS systems, and payroll systems.
- Experience with negotiation of favorable terms with contracted services and outside vendors.

**PERSONAL AND LEADERSHIP QUALITIES**

- Organized and detail-oriented approach to managing multiple finance and HR tasks and deadlines.
- Strategic thinker with a strong understanding of the Finance/HR function and its role in supporting the school's mission.
- Ability to work with employees, students, and families from differing cultural and socio-economic backgrounds.
- Commitment to a respectful, supportive workplace, and to cultivating a culture of inclusion that is reflective of the school's mission.
- Effective communicator able to clearly and concisely explain finance and HR policies and procedures to employees and trustees.

- Empathetic and relational approach to building rapport with employees at all levels.
- Uncompromising integrity, discretion, and ability to maintain confidentiality at all times.

#### **JOB BENEFITS:**

- Health, Dental, Vision Insurance.
- Life, Long Term Care, and Disability Insurance.
- Flexible Spending Plans.
- Generous Time Off Package: Vacation, Sick Time, Schol Breaks.

#### **PRIMARY RESPONSIBILITIES:**

##### **FINANCIAL MANAGEMENT**

- Maintain the School's chart of accounts, general ledger, and supporting subsidiary ledgers under GAAP.
- Develop and manage comprehensive account reconciliation procedures. Prepare monthly balance sheet reconciliation and analyses.
- Monitor monthly operating budget and distribute monthly budget variance reports to the Directors.
- Assist the CFOO with developing financial plans and forecasts, including cash flow projections, budgets, and cost allocations.
- Supports Finance and Audit Committee reporting.
- Maintain inventory of company fixed assets.
- Improve auditing procedures and prepare all schedules, reconciliation, and workpapers for annual audit.
- Compile needed reports for annual surveys.
- Partner with the Development Office on reconciliation of fundraising activities.
- Monitor sales and inventory tracking. File sales tax returns.
- In conjunction with the internal IT team develop efficiency with financial functions and recordkeeping.

##### **HUMAN RESOURCES**

###### *Development*

- Implement and maintain new compensation programs and benefits.
- Benchmark current compensation plans against competitors and current trends in the job market.
- Create long-term strategies for improving compensation programs and develop performance evaluation processes.
- Manage pay incentive plans, career progression raises, and employee stipends.

###### *Employee Recruiting and Retention*

- Support the hiring process for all personnel, including updating job descriptions, and job postings, coordinating with applicants, and preparing employment agreements.
- Oversee employee onboarding, including educating employees on school policies and procedures and ensuring that each employee has required paperwork, not limited to

fingerprinting, TB risk assessments, and I-9 acceptable documentation, and is enrolled in the payroll system.

- Develop and implement a staff performance management program that provides relevant feedback regularly.
- Oversee employee offboarding process, including exit interviews, turning in technology, enrollment in COBRA, and termination of benefits.

### ***Payroll and Benefits Administration***

- Improve and administer bi-weekly payroll and reconcile payroll and benefits.
- Oversee the employee benefits program, including plan design and annual communication during open enrollment and on an ongoing basis.
- Support employees on all workers' compensation claims and reports to the insurance carrier.
- Administer all leaves including communicating with employees, providing required paperwork, and updating payroll records accordingly.

### ***General Administrative***

- Manage and maintain the human resources information system (Exponent), keeping accurate and up-to-date records following the school's legal, personnel, and information needs.
- Update and educate employees annually on the employee handbook and the injury, illness, and prevention plan.
- Maintain employee personnel files; prepare all annual employment agreements.
- Administer all leaves of absence and communicate with employees throughout.
- Serve on the school's retirement plan committee. Submit census and reports.
- Perform other duties as assigned.

### ***Safety and Legal Compliance***

- With the Facilities Manager, ensure building and employee safety, maintenance, accessibility, and compliance with all safety codes and requirements.

### ***Training***

- Develop employees' training plans, training budgets, and schedules.
- Maintain files and information regarding training opportunities and materials.

### **Physical Requirements & Work Environment**

Marin Primary & Middle School is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.

- For the purposes of the ADA, the "Primary Responsibilities" listed are essential job functions.

- Work is normally performed in a typical work environment, with typical school noise and other disruptions.
- Both sitting and standing are required during a regular workday.
- Normal vision and hearing abilities are required to interact with students, parents, faculty, and staff, and with school equipment.
- Ability to occasionally lift to 30 lbs.
- Ability to work at a desk and computer screen for extended periods.
- Ability to turn, bend and reach.
- Ability to move oneself around the campus.
- Ability to drive to other locations for meetings, conferences, etc.
- Position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing.

*MP&MS is an equal-opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request accommodation for pregnancy, childbirth, or related medical conditions.*