



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

Director of Finance

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, has an opening for a Director of Finance. This position provides management of the day-to-day finance and accounting operations within the Business Office, including quality control, and staff supervision. The Director of Finance performs both review-level and transaction-level work. The Director of Finance supervises all accounting and auditing functions while preparing the monthly financial report package and variance analysis. This position oversees the finance and accounting function. This position reports to the Chief Financial Officer.

ESSENTIAL FUNCTIONS

- Maintain a system to ensure the timely accurate compilation of financial data for reporting the School's financial position and operations to School Employees, Administrators and the Board of Directors
- Oversee Enterprise Risk management function
- Oversee the functions of tuition collections, financial aid, general ledger, cash receipts, cash management and accounts payable
- Determine available cash and make arrangements for transfer into the Short-Term Fund account
- Forecast expected cash receipts and expenditures and make cash transfers as needed, modeling cashflow
- Model long term financial plan
- Prepare financial and statistical analysis, as required
- Develop the annual budget
- Facilitate budget preparation process in cooperation with department managers
- Develop budget projections throughout the fiscal year
- Analyze budget variances and revise forecast of year-end results
- Preparation of budget forecasts, or future budget projections using information from various sources
- Conduct analyzes of the budget projections year and keep Administrators informed of the results
- Assist with preparation of year-end financial audit, work papers, analysis and answer questions from the auditors
- Database manager of Financial Edge NXT
- Database manager of Camp Brain
- Payroll analysis schedules for various purposes
- Conduct employee performance evaluations as needed, with a minimum of once per year
- Supervise the Accounting and Finance team in accordance with the school's policies
- Prepare various reports for the Budget and Finance Committee
- Prepare cash analysis reports for the Budget and Finance meetings
- Prepares all periodic surveys and reports
- Other miscellaneous tasks as may be assigned in support of the CFO

RESPONSIBILITIES/DUTIES

- Supervise all accounting functions and team members
- Review annual 990 and 5500 reports
- Review all ledger accounts for inconsistencies and unusual items
- Prepare and assist CFO with financial reports

- Authorize transfer of funds in coordination with the CFO
- Review records of accounts receivable payment plans
- Assist in the collection of delinquent accounts
- Review cash disbursements and cash receipts
- Assist in the preparation of the yearly operating budget and budget projections
- Monitor budgets
- Oversea risk management including application of insurance renewals, maintenance of policies, standard insurance language, releases and waivers.
- Perform debt covenant calculations and ensure timely and accurate payment of debt service

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in accounting, finance or business administration
- CPA is preferred
- At least 5 -7 years of public accounting experience, not for profit accounting knowledge
- At least 3 years' experience supervising other people
- Hands-on experience with at least one major accounting system. Knowledge of Blackbaud a plus.

SKILLS AND KNOWLEDGE

- Demonstrated understanding of generally accepted accounting principles and non-profit, fund accounting principles
- Technology skills to take initiative to determine how to apply technology to improve work flow process.
- Risk management assessment and tracking
- Proficient in internal controls testing and documentation
- Strong analytical skills and ability to correlate financial and operational data
- Strong GL accounting and report writing experience
- Proven ability to develop salient reporting and analysis tools and/or join various data sources to manipulate complex data
- Ability to manage moderately complex treasury portfolios
- The ability to read, analyze and interpret financial reports, as well as the ability to respond to all financial inquiries from the Budget and Finance Committee, Administrators, and/or other members of the school community
- Proficiency with accounting software (Blackbaud a plus)
- Proficiency with computers and computer software, particularly Excel (advanced skill level), Word, Outlook, Google Suite, and Internet Explorer
- Ability to build and maintain economic long-term modeling
- Ability to learn new and evolving technology
- Ability to perform basic and complex mathematical computations as required to perform proper financial analyses is required
- The ability to define problems, collect data, establish facts, and draw valid conclusions
- The ability to interpret an extensive variety of data and deal with several abstract and concrete variables in the course of day-to-day activities
- Excellent verbal, written, and organizational skills
- Demonstrated ability to work collaboratively with diverse populations, including students, parents, and faculty
- Flexibility to occasionally work long hours, including attendance at weekend and evening events
- Ability to work on confidential matters

COMPENSATION

\$150,000 - \$165,000 per year depending on experience.

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education and experience.

TO APPLY

Interested candidates should send their resume and cover letter to jobs@buckley.org. In the cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

ABOUT THE SCHOOL

The Buckley School, a K-12 college preparatory school with 830 students, is one of the most respected independent schools in the Los Angeles. Buckley is known for its unique educational philosophy and vision, outlined in the Portrait of a Graduate, Strategic Plan, Mission and Commitments, which marries a whole-child approach with elements of structure, as well as for its warm, intimate educational environment.

The school's curriculum balances academics, the arts, athletics and moral education. Its creative, personalized approach to education emphasizes high academic standards for all students, and includes traditional touches that develop the character and discipline that unlock students' potential.