

Position: Director of Finance and Operations

Yew Chung International School Overview:

Yew Chung International School of Silicon Valley is an independent, non-profit, dual language international school with two campuses in Mountain View, California. Established in 2002, YCIS Silicon Valley serves 265 students from preschool to grade 8.

Our Mandarin-English dual language approach and warm, inclusive East-West community ensures students are academically challenged, creatively engaged and grow their hearts as well as their minds.

While each YCIS school is independently operated, all share a common mission and educational philosophy.

Position Summary:

The Director of Finance and Operations reports directly to the Head of School. The Director of Finance and Operations is part of the school's Senior Leadership Team (SLT) which works closely with the Board and other school leaders to determine the strategic direction of the School and to develop and execute strategic plans to meet the School's short and long term goals. The Director of Finance and Operations is responsible for the business, financial, human resources, technology and facilities functions of the school.

Essential Duties and Responsibilities:

Strategic:

- Oversee long-term capital and operating budgetary planning and cost management in alignment with YCIS's mission and strategic initiatives.
- Attend Board meetings, monthly Finance Committee meetings, and school leadership meetings, participate in the development of school strategy, and provide recommendations, financial analysis, projections, and other data to inform the process
- Engage the Board and the Finance Committee around issues, trends and changes in the operating and capital structures, with cash and investments and human resources.

Finance, Operations and Human Resources:

- Oversee planning, organization and management of the Business Office including all financial operations such as: school accounting and regulatory reporting and compliance, debt and revenue planning, tuition billing and collection, budgeting, bank reconciliation, cash management, purchasing and investing, contracting, payroll, and other business administration activities.
- Oversee management of human resources for 60+ employees, including employment practices and policies, compensation, payroll and benefits administration, and initial onboarding of new employees.
- Administer the annual \$7+ million budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related

- to the school's budget.
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting and compliance.
 - Manage and supervise Business Office staff and/or contractors responsible for purchasing, facility rental contracts, and accounting related functions such as accounts payable and receivable.
 - Oversee annual tuition setting process, school tuition policies and legal compliance in administration of the enrollment contract with support from the Head of Admissions.
 - Manage student financial aid process, with support from the Head of Admissions, including budgeting, compilation of data for the financial aid committee, award notification and follow up.
 - Lead institutional development and fundraising including appeals for and administration of the Annual Fund and collaboration with the Parent Organization in annual fundraising activities. Establish internal and external partnerships to grow donation and grant revenue in collaboration with the Board.
 - Work with school leadership to ensure the academic programs are effectively supported by means of staffing, assets, and budget to meet program needs in alignment with the school's mission.
 - Work with Admissions staff to ensure efficient enrollment process and coordination, and marketing/communication goals are aligned with school growth strategy. Manage the school's SEVIS program for international students.
 - Approve all financial obligations; execute leases, loans, real estate transactions, contracts and other actions requiring a commitment or receipt of financial resources.

Technology

- Administer the school's technology plan by securing adequate systems and establishing procedures to meet the information needs of the school and its administration.
- Coordinate with the IT provider to ensure efficient troubleshooting and issues resolution, network administration, hardware and software implementation and support, documentation and training, equipment life cycle management, and basic IT training for staff.

Facilities and Campus Security

- Oversee all facilities management for two campuses, including building repairs, construction, moves, janitorial and custodial functions, and relations with renting organizations and neighbors.
- Develop and implement a school security program. Maintain risk and legal compliance to ensure the safety of personnel and students in their use of facilities and to maintain **appropriate** levels of insurance to protect the property and cover the liability of the school.
- Oversee the purchase and maintenance of office furniture, equipment, supplies and systems to support the administrative and educational needs of the School, including

- telephone, mail, copy and fax equipment, computer hardware and software systems.
- Initiate and maintain an inventory of the School's assets and monitor maintenance and depreciation of all School property.
 - Oversee preparation for and compliance with governmental inspections
 - Work with local political officials to secure necessary permits, approvals, and agreements to secure future operation of school.

Member of the School Leadership Team

- Understand and represent the culture of the school and wider educational environment of small independent schools.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Serve as the Board Secretary for the board of directors.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.

Essential Experience and Characteristics:

- A BA, MBA or related advanced degree
- Five or more years of leadership experience in business management and finance, preferably in an independent school, with knowledge of financial planning, budgeting and forecasting
- Motivated self-starter with an entrepreneurial spirit, able to take initiative and competent with both detailed and big picture tasks
- Superior analytical and strategic thinking skills, ability to solve problems creatively and make thoughtful, sound decisions
- Outstanding interpersonal, oral and written communication skills, with strong customer service orientation, cross-cultural understanding and the ability to carefully and thoughtfully handle sensitive or confidential matters with staff and parent
- Team-oriented, flexible and able to work collaboratively and productively with all members of the community
- Excellent project management skills with ability to manage multiple projects, meet tight deadlines and navigate shifting priorities and demands
- Technology savvy, willing and able to learn new systems, skilled with personal computers, accounting software, student information systems and other technology needs in a school setting
- Commitment to continuous institutional improvement and personal professional development, including occasional travel to China or Hong Kong to attend network-wide meeting and conferences

Other Duties

- A remote "work-from-home" schedule is not available for this position because the Director of Finance and Operations is a key member of the school leadership team and must have



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daily interactions with staff.

- This position requires occasional work on Saturdays.

To Apply

Yew Chung International School is committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, color, national origin, creed, age, gender or disability or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment where employees are treated with respect and dignity.

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*Each school is independently registered and operated 每間學校均獨立運營