



## **Director of Finance, Operations and Human Resources – Whitby School**

### **Position Summary**

Whitby School is seeking an experienced people, budget and project manager to become the Director of Finance, Operations and Human Resources. The Director will be the conduit to the School's outsourced finance partner and will be the main human resources point of contact for Whitby's faculty/staff. He/she will also assist the Head of School and Assistant Head of School manage day-to-day school operations (e.g., field trips, Development Office special events, risk management assessments, summer programs) and ensure systems and processes are maintained and continuously improved.

The Director is instrumental in building and sustaining a thriving school. He/she works to support the initiatives of the Head of School and Assistant Head of School. The job is to drive exemplary operational results as a collaborative member of the school's leadership team. The role reports to the Head of School.

***Interested candidates should send an electronic letter of application and resume to: Jack Creeden, Head of School ([jcreeden@whitbyschool.org](mailto:jcreeden@whitbyschool.org)).***

### **Preferred Qualifications**

#### **Experience:**

- Deep integrity and commitment to education
- Sound experience in accounting and budget management
- 4+ years of experience in project or program management, operations and human resources
- 2+ year of experience in K-12 education, youth development or non-profit work and demonstrated alignment with Whitby's mission and goals
- Familiarity with Veracross technology system - *desired*

#### **Education:**

- Bachelor's Degree (Business, Communication, Psychology or other similar degree) and 4+ years of work experience

## **Knowledge/skills required:**

- Ability to self-direct, prioritize and multi-task among competing goals
- Experience working and solving problems in a fast-paced, changing environment
- Demonstrated ability to work well with others, build relationships across teams, and influence even in the absence of formal authority
- Success leading initiatives with multiple stakeholders
- Excellent written and verbal communication skills
- Self-aware and reflective, with a commitment to feedback and growth

## **Essential Functions and Responsibilities**

### **Manage relationship with outsourced finance partner**

- Be ongoing conduit between the school - including Head of School and Board of Trustees' requests – and outsourced finance partner
- Interface with outsourced finance partner for tasks including depositing checks, coding expenses, submitting mailed paper invoices, expense reimbursements, credit card reconciliation, school purchasing
- Lead tuition collection efforts, including generating family invoices within the Veracross system and initiate family outreach for past due payments in partnership with Head of School
- Assist with annual budgeting process and be conduit to faculty and staff during budget setting and monthly budget vs. actual review
- Assist with annual financial aid decisions, including collecting accurate family information from Financial Aid and School Tuition (FAST) system and conveying data to Head of School and Admissions office

### **Support school operations**

- Support Head of School and Assistant Head of School implementing operational needs to build a safe and effective learning environment
- Demonstrate and encourage strong “can do” staff culture
- Model operational leadership by building relationships, training staff, and cultivating a mindset where operations is viewed as an integral part of success
- Adhere to and identify opportunities to continuously optimize school-wide policies, systems, and procedures
- Support other staff in the execution and logistics of events and initiatives (i.e., Development office events, field trip support)
- Manage the school's front desk, including coaching direct report in answering questions from parents, students, and visitors; develop and coach direct report(s)
- Complete other duties as assigned by the Head of School

### **Be the School's trusted Human Resources point of contact**

- Support staff as the trusted resource for employee issues, questions and how to elevate conflict resolution issues
- Ensure compliant human resource practices, including implementation of school handbook policies, PTO/leave, hiring practices (i.e., background checks and certifications), workers compensation claim reporting, Title IX, and other required systems that support the wellbeing of the school staff
- Be ongoing conduit to benefits (i.e., health, retirement) vendors, insurance vendors, and facilities vendors (in partnership with Facilities team)
- Administer employee benefits programs, answer employee questions, support claim resolution and maintain relevant systems
- Assist with the full life cycle of recruiting efforts, including drafting and updating job descriptions, screening applicants, drafting offer letters, providing candidate follow-through, onboarding and maintaining employee records
- Coordinate and ensure completion of employee exit interviews; report outcome of interviews to management and track/maintain data
- Support the creation of a performance management program with the Head of School and Assistant Head of School

### **Be a community leader**

- Participate in peer group gatherings Whitby is a part of, such as the Business Officers group of the Connecticut Association of Independent Schools
- Respond to data requests for the National Association of Independent Schools, Connecticut Association of Independent Schools, and Fairchester surveys

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