



Position: Director of Finance and Operations
Reports to: Executive Director
Member of: Year-Round Staff - Full-Time
Salary Range: \$65,000 - \$72,000

Position Summary

The Director of Finance and Operations is the school's senior financial leader and steward of operational excellence. This role is CFO-level strategy (budgeting, forecasting, cash flow, risk management, and leadership reporting) with business office leadership (QuickBooks oversight, internal controls, month-end close, tuition revenue coordination, and audit readiness). The Director is a trusted partner to the Executive Director, Head of School, and leadership team, ensuring the school is financially strong, operationally disciplined, and positioned for long-term sustainability.

Key responsibilities

Financial leadership, planning & decision support

- Serve as the primary financial advisor to the leadership team; translate financial data into clear, actionable insights.
- Lead annual budgeting and multi-year forecasting, including scenario modeling tied to enrollment, staffing, compensation, and program priorities.
- Own cash flow management, including cash projections and proactive risk identification.
- Prepare and present financial dashboards and reports to leadership (and the Board/Finance Committee, as applicable).
- Provide financial analysis for strategic initiatives, contracts, and major decisions, recommending options and tradeoffs.

Business office leadership & accounting oversight

- Provide strategic oversight of the school's accounting system (QuickBooks), including chart-of-accounts integrity, consistent coding standards, and data quality.
- Lead the month-end close cadence and ensure timely, accurate financial statements with variance narratives.
- Provide oversight of AP/AR processes, including invoicing, deposits, bill processing/check runs, and documentation, ensuring clear workflows and internal controls.



- Oversee reconciliation controls and review for bank and credit card accounts, ensuring timely completion by the business office, accurate coding, and prompt resolution of discrepancies.
- Establish and maintain internal controls, approval workflows, and audit-ready documentation.
- Supervise and coach business office staff, as applicable.

Tuition revenue, receivables & aid stewardship

- Partner with Admissions and leadership on tuition and fee strategy, payment plans, and enrollment-driven revenue planning.
- Oversee tuition receivables performance (aging, payment plans, and collections cadence), ensuring clear reporting, consistent follow-up, and a firm, confidential, and family-respectful approach.
- Track and report trends in financial aid/scholarships, and recommend guardrails that support both mission and sustainability.

Audit, compliance, banking & external partners

- Coordinate annual audit (or financial review), ensuring clean deliverables, timelines, and organized support files.
- Liaise with banks, accountants, and key financial vendors; support filings and compliance requirements as applicable.
- Maintain disciplined purchasing policies, delegation-of-authority, and separation-of-duties controls appropriate for a school environment.

Operations, contracts, vendors & risk

- Oversee vendor relationships, contracts, procurement standards, and cost controls; negotiate renewals and ensure performance.
- Support insurance renewals and risk management practices; maintain organized contract/COI files.
- Partner with facilities/operations to align campus needs with budget planning and long-range capital priorities.

Qualifications

- Bachelor's degree in Accounting, Finance, Business, or related field (CPA/MBA a plus).
- 5+ years of progressive finance/accounting responsibility; school or nonprofit experience strongly preferred.



- Demonstrated ability to operate at both the strategic and tactical levels.
- QuickBooks fluency and strong Excel/Google Sheets skills.
- Deep experience with budgeting, forecasting, cash flow, internal controls, audit coordination, and business office management.
- High integrity and discretion; calm, solutions-oriented leadership style; excellent communication with non-financial stakeholders.

Schedule

Full-time preferred. Some evening/weekend availability during peak cycles (budget season, audit, year-end) may be needed.

Application

Please submit a resume and cover letter to employment@willowsacademy.org with the subject line **Director of Finance and Operations**.