



## **Forsyth Country Day School**

*Forsyth Country Day School is a community of learners preparing our students for what's ahead.*

# **Director of Finance**

### **Position:**

The Director of Finance supports the Chief Financial and Operating Officer in directing the school's non-academic operations including the business office, risk management, financial planning, accounting and reporting. Responsible for oversight of financial functions of the school including all accounting processes and procedures related to the general ledger, accounts payable, student billing, collections, cash application, payroll, fixed assets, bond accounting, purchasing, budgeting, risk management, insurance and tax. The Director of Finance is also responsible for maintaining and ensuring an adequate system of internal controls throughout the organization, while ensuring that tax and compliance obligations are met. Responsible for maintaining. Hands on accounting for areas specified below and support of the Controller with oversight, as indicated.

Over time a growing role in facilities, security, and food service is planned.

### **Responsibilities:**

#### **Accounting and Reporting:**

- Responsible for the overall accounting and reporting of the school, as well as overseeing the closing process, in close coordination with the Controller.
- Supervise the Controller and the Senior Staff Accountant, including hiring, training, and performance evaluations. Oversee the Business Office.
- Responsible for formalizing and communicating the closing timeline and tasks in close coordination with the Controller. Assign tasks and while also monitoring compliance by others.
- Oversee general ledger functions including all balance sheet and income statement accounts. Review all work performed by the Controller.
- Perform analytics and review of the GL to identify issues to be brought to the attention of the Controller.

- Review the quarterly closing package and prepare quarterly report to the Head of School and Board of Trustees for review by the CFOO.
- Oversee and coordinate the development, documentation and maintenance of comprehensive accounting and operating procedures, policies and controls.
- Review all journal entries and reconciliations prepared by the Controller to ensure clarity of documentation and accuracy.
- Subject matter expert on the use of Blackbaud accounting software including Raiser's Edge, Blackbaud NXT, Blackbaud Tuition Management and other software that supports the accounting of the school, NCDOR website, Dragonfly, Active, ESP, Truist One View, and others through training and research.
- Reconciles cash.
- Responsible for oversight of the school's billing and cash receipts functions, including oversight and assistance with collection of receivables of the school through regular calls, letters, meetings and referral to attorneys, when necessary to ensure a high collection rate.
- Subject matter expert on Opportunity Scholarships to ensure compliance, as well as efficient and accurate processing of awards.
- Enterprise Spend Platform - oversee maintenance, control and accounting for corporate credit cards through the ESP system. Track cards issued, maintain cardholder settings, reset passwords, and troubleshoot. Primary liaison with cardholders in the Business Office.
- Oversees the handling of athletic official's fees through third party software. Subject matter expert on the Dragonfly system.
- Oversees the accounting for enrichment programs, reviews reconciliation of the Active system collections to the general ledger, ensures proper quarterly reporting of enrichment revenue, expense, prepaid revenue and prepaid expense. Ensure proper cutoff at quarter and year end. Active System subject matter expert.
- Partner with the Controller for the coordination of the annual audit, including reviewing the work of the Controller, assisting auditors with questions, reports, and files, while also reviewing the final audit report.
- Partner with the Bookstore Manager and Director of Enrichment to provide support for financial matters and ensure accuracy of reporting.
- Support of the Development Office as their primarily liaison in the Business Office regarding accounting for charitable gifts, particularly in unusual situations. Subject matter expert on gift accounting and the RE system. Maintain an understanding of nonprofit gift accounting rules and acts as the subject matter expert on GAAP and IRS rules on behalf of the school.
- Ensure all documentation of gifts recorded in the Development office are complete and reconcile the activity from RE to the general ledger. Reconcile cash to ensure that cash comes over to the correct account. Reconcile Give Campus activity to RE and the GL. Subject matter expert on the Give Campus system.

- Participates in meetings and works collaboratively as the primary liaison with the Parent's Association, Fury Club, and Arts Alliance to ensure proper budgeting and accounting.

## **Budgeting**

- Assist the CFOO in establishing the annual budget
- Prepare and maintain the multiyear financial projected updated twice annually
- Assist in periodic preparation of the 10 year capital plan/budget forecast
- Distribute monthly year to date budget to actual summaries and communicate with other administrators as necessary. Work with department heads to help them understand and remain updated on their budgets.

## **Tax and Compliance**

- Responsible for ensuring compliance with all IRS, state and local tax regulations, including maintenance of current knowledge of payroll tax changes and various reporting.
- Ensuring timely filing and review 941s, W-2's, and sales tax returns/reporting 2X a year. Review prior to filing annual property tax filings, monthly sales tax remission, and annual 1099's.
- Prepare the school's Form 990 Tax Return, while maintaining an understanding of the many tax-oriented laws pertaining to private inurement, operation within the scope of the school's tax exemption, excess benefit transactions, political and lobbying activities, unrelated business income, governance, conflict of interest, advertising, recording and acknowledgement of charitable contributions and other areas that, if not properly handled, would jeopardize the tax-exempt status of the school. Ensure timely annual filing of the form 990 Tax Return.
- Monitor and prepare calculations to support debt covenant compliance. Ensures that deadlines are met for quarterly and annual reporting to Truist.

## **Operations and Other Responsibilities**

- Proactively seek opportunities to automate Business Office functions including incorporating AI tools where possible and seeking out training or networking opportunities to assist with this effort.
- Ensure that annual reporting of statistics to the NAIS is completed and reviewed.
- Assist in the annual negotiation of the school's insurance policies and incident reporting (property, casualty and workman's comp)
- Review contracts and purchase orders when needed.
- Secondary liaison with the school's investment management firm and banking/lending institutions.

- Provides financial analysis and project related work to support decision making of the Chief Financial and Operating Officer and Head of School, as requested.
- Supports the CFOO in matters related to Facilities, Security and Food Service, HR (retirement plan and benefits), as needed, a role that may grow over time.
- Other duties as assigned from time to time by the Chief Financial and Operating Officer.

### **Position Requirements:**

- Minimum of bachelor's degree in accounting
- CPA strongly preferred
- Not for profit and Blackbaud software experience strongly preferred
- Extensive experience with oversight of financial aspects of a similar organization
- Minimum of 3-5 years of hands-on corporate accounting experience and 5 years total work experience
- Prior public accounting experience preferred
- Self motivated and able to work with minimal supervision
- Strong supervisory and communication skills
- Strategic thinking and problem-solving skills
- Able to adapt to changing priorities, new requests and interruptions
- Must be able to maintain confidentiality always
- High degree of focus on accuracy and clearly documented work
- Approaches work with a sense of urgency and meets assigned deadlines

### **Essential Functions:**

- Regularly required to sit or stand for extended periods, walk, talk, hear, operate a computer, reach with hands and arms, and occasionally lift and/or move up to 15 pounds
- Must be able to access and navigate all areas of the school and other facilities, as needed
- Must be able to utilize oral and written communication skills effectively
- Work onsite daily

### **Direct Reports:**

- Controller
- Student Billing Accountant - Senior Staff Accountant

### **FSLA Job Classification:**

- Exempt, 12-month position