



Job Title: Director of Finance
Reports to: Chief Financial & Operations Officer
FLSA Status: Exempt
Classification: 12-Month
Proposed Effective Start Date: July 1, 2026
Full-Time Equivalent (FTE): 1

Job Description

Ashley Hall is an independent, all-girls day school (with a co-ed Early Childhood program) consisting of 750 students in Pre-Primary through grade 12. The School is seeking a Director of Finance to join our Business Office team on or before July 1, 2026. This position is a 12 month, exempt position.

The Director of Finance is responsible for stewarding Ashley Hall's financial resources in support of its mission and long-term sustainability. The Director of Finance oversees the school's accounting operations, financial planning and analysis, treasury functions, audits, and internal controls.

The Director of Finance ensures the accuracy, integrity, and transparency of the school's financial records; manages key external relationships including banks, auditors, and investment partners; and provides thoughtful financial analysis and guidance to school leadership and trustees.

The Director of Finance leads a Business Office team of one that includes the Assistant Director of Finance and collaborates closely with colleagues across campus to promote sound financial stewardship and continuous improvement.

The position is a growth opportunity for someone seeking experiences with capital planning and the financial oversight of construction/renovation projects. In addition, a desire or proven ability to increase productivity and efficiency through the use of Artificial Intelligence (AI) is preferred.

Essential Functions and Responsibilities

Financial Planning, Budgeting, and Analysis

- Serve as a key financial advisor to the Chief Finance and Operations Officer (CFOO) on budgeting, forecasting, long-range planning, and financial sustainability.
- Partner with the CFOO on institutional strategy by providing data-driven insights, scenario modeling, and recommendations that support mission-aligned decision-making.

- Monitor income, expenses, and cash flow throughout the year; analyze variances; and recommend actions to improve financial performance and asset utilization.

Accounting Operations and Controls

- Oversee the preparation of monthly, quarterly, and annual financial reports in accordance with GAAP.
- Manage all accounting functions, including general ledger, accounts payable and receivable, payroll coordination, and month-end and year-end close processes.
- Establish, maintain, and communicate robust accounting policies, procedures, and internal controls to safeguard school assets and mitigate risk.
- Administer and optimize the school's financial systems, including Blackbaud, ensuring data integrity and effective integration with related systems.

Endowment, Debt, and Treasury Management

- Manage the school's banking and treasury relationships.
- Work closely with the school's Investment consultant and Advancement team to execute endowment transactions and oversee related accounting and reporting.
- Perform debt compliance reviews and prepare required compliance reports.

Audit, Compliance, and Reporting

- Manage the annual financial audit, serving as the primary liaison with the school's external auditors.
- Ensure compliance with applicable accounting standards, regulatory requirements, and lender covenants.
- Support preparation of financial information for tax filings and other required reports, as applicable.

Advancement and Gift Accounting

- Coordinate with Institutional Advancement to ensure that gifts, pledges, and restricted funds are accurately recorded and expended in accordance with donor intent.
- Provide oversight and guidance related to fund accounting and stewardship reporting.

Capital Projects and Special Initiatives

- Partner with the CFOO on financial oversight and reporting for major construction, renovation, and campus development projects.
- Support feasibility analysis, financing strategies, and ongoing financial monitoring for capital initiatives.

Team Leadership and Development

- Lead and mentor the Assistant Director of Finance by fostering a collaborative service-oriented culture, setting clear expectations, and providing training and feedback.
- Conduct performance evaluations and support professional growth and succession planning.

Collaboration and Service

- Serve as a trusted financial resource to administrators, department leaders, and program directors across campus.
- Translate complex financial information into clear, actionable insights for non-financial stakeholders.
- Promote financial literacy, accountability, and best practices throughout the school community.

Technology/Artificial Intelligence

- A high level ability to utilize technology efficiently and appropriately.
- The desire or proven ability to increase productivity and efficiency through the use of Artificial Intelligence (AI) is preferred.

Other Duties

- Primary responsibility for payroll including W2, 1099 filings, and salary deferrals
- Secondary review accounts payable, credit card statements and cash receipts
- Reconcile monthly bank statements
- Transmit sales tax monthly
- Prepare cash flow projections
- Primary responsibility for Financial Aid
- Survey Oversight: Index, DASL, others
- 403B Audit - Secondary Review
- SC Charity filing yearly
- Any and all other tasks as assigned. In an independent school model, many times the job that is required each day may be something different than originally written or expected.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business, or a related field with a strong working knowledge of GAAP required.
- Demonstrated financial acumen in budgeting, forecasting, financial modeling, expense control, and financial reporting.
- Minimum of 5 years of progressive experience in nonprofit accounting;
- Proven ability to lead and develop high-performing teams and to collaborate effectively across departments.
- Advanced analytical skills with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills, including the ability to present complex financial concepts to diverse audiences.
- High level of integrity, professionalism, and commitment to Ashley Hall's mission and values.

- Ability to thrive in a fast-paced, dynamic environment while maintaining perspective, flexibility, and a sense of humor.

Preferred Qualifications

- Certified Public Accountant (CPA).
- Experience with endowments, fund accounting, and restricted contributions.
- Familiarity with Blackbaud financial systems.
- Finance or accounting experience in an independent school or similar educational institution.
- Some experience in a supervisory or leadership role.

Interested candidates are required to submit an official application through Ashley Hall's website at www.ashleyhall.org/employment to be considered for the position.

As part of the online application, candidates will be required to upload a cover letter, resume, and list of references.

Questions regarding the position can be directed to:

Kimberly Ells-Payne, Recruiting Manager

Email: ellsk@ashleyhall.org

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