

DIRECTOR OF FINANCE

Reports To: Executive Director

Position Summary

The Director of Finance is responsible for the management and oversight of Pine Lake Preparatory's financial planning, reporting and operations. This position manages budgeting, purchasing, accounting, contracts, payroll, accounts receivable, accounts payable, internal audit, fixed assets, and treasury functions.

The Director of Finance establishes and maintains procedures to ensure compliance with applicable federal, state, and local financial laws and regulations, as well as adherence to Generally Accepted Accounting Principles (GAAP) and sound business practices.

This role advises the Board of Education and school administrators on the management of financial resources, participates in multi-year financial planning for the operating budget, assists with long-term facilities planning, and ensures timely submission of all required financial reports to State and local governmental agencies, financial institutions, and other stakeholders.

Key Responsibilities

Financial Management & Operations

- Develop, monitor, and forecast the school's operating budget (approximately \$20 million).
- Provide financial modeling, forecasting, and scenario analysis to support operational decisions, prudent financial budgeting, and long-term financial sustainability.
- Prepare and present monthly financial reports to the Finance Committee, Board of Directors, and school administration summarizing financial position and activity.
- Supervise the finance administrative team, including accounting and payroll.
- Collaborate with the Development Director on fundraising accounting and reporting.
- Review and approve school purchases, operating expenditures, and payroll to ensure accuracy, proper classification, and alignment with budgeted amounts.
- Reconcile bank accounts and oversee journal entries and general ledger activity.
- Track, analyze, and report all sources of revenue, including federal, state, local, charitable contributions / fundraising, and grant funding.
- Ensure compliance with school, state of North Carolina, and federal financial policies and evaluate proposed policy changes for consistency and reasonableness.
- Prepare and oversee required tax filings, including payroll taxes (state and federal), sales and use tax reports, 1099 vendor reporting, and IRS Form 990 for tax-exempt organizations.

- Prepare financial statements and documentation required for the annual independent financial and compliance audit.
- Submit financial reports required by federal, state, and local governmental entities.

Grants & Compliance

- Support and advise the internal grant specialist and ensure compliance with all financial grant requirements.
- Monitor grant funding to ensure adherence to reporting, budgeting, and allowable cost requirements.

Human Resources & Benefits Support

- Collaborate with the HR Director regarding employee benefits, compensation, labor law compliance, workers' compensation, and unemployment matters.

Contract and Financial Analysis

- Analyze, approve, and monitor vendor contracts to ensure cost effectiveness, compliance with policy and budgeted spending limits, and quality of service.
- Provide financial analysis to support operational and strategic decision-making.

Capital Program Oversight

- Maintain financial oversight and reporting for capital investments and programs.
- Ensure compliance with debt covenants and required investor reporting.
- Present capital program financial updates to the Finance Committee, Board of Directors, and administration.
- Conduct financial and affordability analyses for current and future facility needs.
- Analyze and monitor existing debt obligations, including ongoing evaluation of debt structure, compliance requirements, debt service, and associated risk factors.

Cash Management & Investments

- Partner with the Finance Committee to maintain appropriate cash reserves and comply with debt covenants.
- Support investment strategies that maximize returns while maintaining fiscal responsibility and compliance with the school's investment policy.

Knowledge

- Understanding of nonprofit financial management, preferably within the education sector.
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Skills & Competencies

- **Analytical Leadership:** Results-driven financial professional with strong analytical capabilities and natural intuition seeking answers and crafting solutions.
 - **Collaboration:** Effective team player with an ownership mindset and ability to work across departments.
 - **Problem Solving:** Demonstrated ability to develop and implement robust financial solutions.
 - **Technology Proficiency:**
 - Advanced spreadsheet and financial modeling skills (Excel and Google Sheets).
 - Experience with word processing and presentation tools (Microsoft Word, Google Docs, PowerPoint).
 - Adept with financial management systems such as LINQ and payment/data platforms such as MyPaymentsPlus and DonorPerfect.
 - Strong database search, retrieval, and data manipulation skills.
 - **Coordination & Organization:** Ability to coordinate cross-functional efforts and manage competing deadlines.
 - **Administrative Knowledge:** Ability to interpret and reconcile relevant laws, policies, and regulations and translate them into impact analyses and plan updates.
 - **Communication:** Ability to clearly explain financial information and procedures to non-financial stakeholders including leadership and the Board of Directors.
 - **Planning:** Strong planning and forecasting skills for annual budgeting and strategic initiatives.
 - **Mathematical & Financial Modeling:** Proficiency in using financial formulas and tools to produce projections, calculations, and reports.
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Experience

- Prior supervisory experience overseeing financial operations of similar size and complexity is preferred.
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Education

- Bachelor's degree in Business Administration, Accounting, or a related field required.
 - Master of Public Administration, or Certified Public Accountant (CPA) license preferred.
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