

Director of Finance

Churchill Center and School
Town and Country, MO

Churchill Center and School is an independent school located in suburban St. Louis, Missouri, for students in grades 2 through 8 with dyslexia, ADHD, and other learning disabilities. Churchill's mission is to give high potential children with learning disabilities the finest, individualized, remedial education and the support they need to achieve success and return to a traditional classroom... And to foster greater understanding and support for all people with learning disabilities by training other educators, supporting our families and enlightening the community.

Churchill is seeking an exemplary and ethical individual to serve as its Director of Finance. This position reports directly to the Head of School and works closely with the Board of Trustees. The projected start date is January 2024. This is a twelve-month, full-time, exempt, on-site position.

DUTIES AND RESPONSIBILITIES

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee all business functions, including: billing and collection, accounts payable, payroll, human resources, accounting and reporting, local, state and federal regulatory compliance, and the school's endowment.
- Build and maintain the annual budget and multi-year forecasting process to align with the school's mission.
- Administer and manage all employee benefit programs, including health insurance, retirement, workers compensation, life insurance, and other related plans; and assist employees in their understanding of the benefits.
- Provide monthly and annual financial reports to school leadership and the Board.
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Head of School and the Board of Trustees in meeting fiduciary responsibilities.
- Collaborate effectively with the Development, Outreach, and Admissions departments to ensure accuracy and proper reporting.
- Oversee the maintenance of the building and grounds, and collaborate with the Facilities Manager to obtain bids for capital projects.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.

EDUCATION AND EXPERIENCE

- Certified Public Accountant with not-for-profit accounting or independent school experience preferred.
- Minimum of five years of experience in auditing.
- Minimum of two years of experience supervising other individuals.
- Highest of ethical standards.
- Demonstrated ability to work independently yet effectively with others.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with coworkers, trustees, and parents.

Resumés and letters of interest can be emailed to resume@churchillstl.org or mailed to Churchill Center and School, 1021 Municipal Center Drive, Town & Country, MO 63131.

No telephone inquiries please. Churchill Center and School is an equal opportunity employer.