



NORTHWEST
ACADEMY

Finance Director/Director of Business Operations

Position Title: Finance Director/Director of Business Operations
Department: Administration
Reports To: Head of School
FTE: 1.0 Exempt
Start Date: Negotiable

POSITION SUMMARY:

The Finance Director/Director of Business Operations is a member of the Senior Leadership Team and is responsible for the financial management and business practices at Northwest Academy. The Finance Director/Director of Business Operations ensures that the school's finances and business practices support the Mission of Northwest Academy. Oversees the accounting, investment, financial, and human resources aspects of the school. Works closely with the Head of School, Board of Trustees, and school administrative staff to move the school forward effectively on strategic priorities.

ESSENTIAL RESPONSIBILITIES:

- Partners with and advises the HOS on all matters relating to the finances, investments, facilities, budget, debt management, risk management, government and legal issues, and human resources.
- Assumes a leadership role with the Board of Trustees in the following areas: Finance and Benefits, Audit and Risk Management, Endowment, Building and Grounds, and Campus Planning.
- Collaborates effectively with the Director of Admissions, Director of Development, IT Director, Director of Operations, and the Division Heads to develop and support business systems in support of the school's mission.
- Directs and oversees long range financial plans and financial models.
- Contributes to all aspects of the professional management of the fiscal and operational aspects of the School, including mastering the accounting and student database packages (currently QuickBooks and PCR).
- Directs and oversees budgeting, audit, tax, accounting, treasury, purchasing, real estate, long range forecasting, and insurance activities for the organization.
- Appraises the School's financial position and issues interim reports on its financial stability, liquidity, and growth to the Head of School and various committees of the Board.
- Directs and oversees internal financial reporting systems, financial controls and management information systems in compliance with GAAP and tax law.
- Directs and oversees the preparation of reports of disbursements, special analyses, and information reports for school administration and the Board; presents recommendations for changes and/or improvements, monetary controls and adherence to budget.

- Responsible for the management of the School's tuition payment (FACTS) and tuition assistance (FAST) programs.
- Directs and oversees the school's risk management program including, but not limited to developing best practice policies and procedures as well as procuring and maintaining property and casualty, health and liability insurance programs.
- Manages key banking, legal, and governmental relationships.
- Responsible for directing the following areas: Business Office, Human Resources & Benefits, and Security & Risk Management.
- Maintains an effective system of internal management controls throughout the School.
- Addresses issues resulting from the independent financial audit and internal management audits.

GENERAL RESPONSIBILITIES:

- Support the work of the Head of School and administrative/leadership team;
- Support the mission, values, program, and goals of Northwest Academy and its respective divisions and programs;
- Help to maintain school policies, regulations, and expectations;
- Develop and maintain professional, collaborative, and collegial relationships with faculty and staff;
- Exhibit a growth mindset about best practices and work toward professional goals and development;
- Actively participate in the school culture and community;
- Provide effective supervision of students to promote a safe and healthy environment and school experience; and
- Represent the school at community or public events.

SUPERVISORY RESPONSIBILITIES:

The Finance Director/Director of Business Operations supervises business office and human resource staff in the performance of their roles and responsibilities.

WORKING CONDITIONS:

This is a 12-month administrative position. Administrative staff members are expected to be on-campus and actively involved in the school community during school hours throughout the academic year. There are some required commitments outside of regular school hours as needed, including evening and weekend commitments. As needed staff members are expected to travel to retreats, conferences and workshops, as well as, accompany students on various experiential activities throughout the year.

Northwest Academy staff recognize that participating in a professional community and contributing to the school's wellbeing is an important element of their relationship to our school. As a result,

staff members are expected to take active roles in the school's professional and student culture in a variety of ways in addition to their essential responsibilities.

PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds. The school is spread out across five buildings covering multiple blocks in downtown Portland, so teachers and staff may have to move between buildings during five-minute passing periods or to attend meetings around campus.

Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.