

GREEN Charter Schools is a special place to work and learn for our students AND our staff. We value everyone's full involvement and support for our collective and deliberate efforts to serve our students. Our learning communities are rich, vibrant, well-structured and safe to optimize autonomy, mastery and purpose for everyone at GREEN.

At GREEN, we believe that every member of our learning communities, our students, staff, parents or leaders, is deserving of a *Voice and Choice* in academic, social and professional pursuits. This is a simple and highly prized ideal embedded within the GREEN strategic plan as well as a brand promise of myself, our leaders and the Executive Board. We are committed to this important work in this specific manner.

Job description:

NATURE AND SCOPE OF POSITION:

- The GREEN Director of Finance maintains the fiscal integrity of GREEN Charter Schools and provides the financial leadership team according to state and federal legislation, Board policies, and sound financial practices.
- A 12 month, full time, position including off campus for all school holiday breaks.

QUALIFICATIONS:

- Preferred minimum Bachelor's degree in accounting or equivalent
- Preferred MBA and/or CPA credentials
- Preferred minimum of 7 years related public school finance experience

JOB FUNCTIONS AND RESPONSIBILITIES:

The Finance Director will:

- Inform and report to the Executive Director all fiscal activities for each campus and central office every month.
- Direct and review the financial activities involving the preparation, administration, and control of the annual budget and all special fund budgets for all campuses.
- Maintain financial records and functional supervision over the financial management of fiscal activities on all campuses.
- Participate with the Executive Director in the formulation of financial policies and plans.
- Advise campus administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, and procedures.
- Advise the Executive Director regarding financially related issues pertaining to all campus stakeholders.
- Direct, review, and participate in the analysis of laws, rules, regulations, opinions, and decisions that affect the financial activities of GREEN Charter Schools.
- Direct, review, and participate in the analysis of investments and related bonds.
- Analyze financial and statistical data, make appropriate projections, and make or recommend decisions as indicated.

- Prepare and report “quarterly” and “annual” financial material and information for Executive Director and Financial Committee members.
- Establish an internal finance department and lead the finance team in the day-to-day management of the budget and accounting activities.
- Supervises the major functions of a finance department: Budget Development and Monitoring, Financial Reporting, Accounts Payable, Accounts Receivable, Credit Cards Employee Reimbursements, Audit Management, Payroll and Benefits in coordination with HR, Procurement, Financial Systems Management, and Financial Advisory to Board/Leadership/Principals.
- Responsible for overseeing Risk Management of the schools by managing property, liability, and other insurance policies.

Job Type: Full-time, Contract

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical setting:

- Office

Schedule:

- Monday to Friday