



POSITION OPEN: Director of Finance and Operations

The Miquon School is seeking a Director of Finance and Operations (DFO) starting immediately. We are a community that is diverse along ethnic, economic, and religious lines and Miquon seeks applicants who represent and broaden that diversity.

The Role

The DFO serves a critical role on the School Administrative Team as a key thought partner in guiding all conversations related to school finance and operations, taking a proactive stance on all projects, and recommending best practices. As the school's chief financial officer, the DFO works with the Head of School and Board of Directors on all of the school's financial affairs. In addition, the DFO will ensure successful functioning of the non-academic operational aspects of the school by coordinating with IT, facilities, transportation, and reception. The DFO will also lead efforts to build and maintain environmentally sustainable practices and procedures in relation to campus infrastructure, upkeep, and expansion.

The opportunity exists to create a new position from the ground up, as many of these services were previously outsourced to a third party contractor.

Finance Responsibilities

- Reports to and meets with the Head of School.
- Works with the Finance Committee of the Board of Directors on fiscal management, financial analysis, short and long term projections, major expenditures, and financial planning.
- Accounts for funds entrusted to Miquon; maintains current, accurate financial records of operations and the financial position of the school.
- Provides all financial information necessary for current operations, assessments and future planning. Analyzes the costs of all school departments.
- Demonstrates expertise in data analysis and strategic decision making.
- Prepares, implements and manages annual operating and capital budgets.
- Manages cash effectively; maintains an internal control structure.
- Ensures accounts payable, tuition receivables, banking, payroll & benefit programs,

personnel records, human resources and facilities are all properly supported.

- Negotiates school health benefit programs, outsourced facilities contracts, long-term equipment rentals, utilities providers and construction agreements.
- Provides financial reporting to and reconciles with admissions, development, and other departments as needed.
- Works with the Director of Development to manage PA Educational Improvement Tax Credit (EITC) and PA Opportunity Scholarship Tax Credit (OSTC) relationships with businesses and individuals.
- Works with the Director of Enrollment Management to evaluate and grant Financial Aid awards, maintaining ongoing records and accumulated data.
- Produces annual 990s and other tax documents.
- Supervises Bookkeeper.

Operations Responsibilities

- With Director of Facilities and the Buildings and Grounds Committee of the Board of Directors, oversees all facilities and maintenance of physical plant (using the 2018 Facilities Needs Assessment).
- Administers all Human Resources, including management of historical contract data (past salaries, years of employment, salary scale, sabbatical list, exempt vs. non-exempt employment status, etc.).
- Oversees and annually evaluates school equipment and procedures for safety (playgrounds, school closings, alarm systems, visitor protocols, clearances, relationships with Township Police and Fire support); maintains and annually updates an Emergency Preparedness plan.
- Makes recommendations for best practices and protocols, keeping a database of reliable contractors and crafting purchasing/contracting protocols for school-wide use.
- Supervises Facilities Manager.
- Supervises Administrator for Office Support on transportation (bus and van) activities.
- Supervises Administrator for Community Support/Assistant to the Principal on reception desk activities.
- Supervises designated staff person on food service activities (school snack).
- Coordinates with external contractors for woodlands management and tree care, waste management, janitorial services, and IT.

Other

- Supports the Director of Summer Programs with rentals, summer camps, summer programs, budgets etc.
- Participates in local and national organizations such as NBOA, PAISBOA, ADVIS, and NAIS.

Qualifications

Qualified candidates will have prior experience in accounting, finance, facilities, and human resources, preferably in an independent school or nonprofit organization. Candidates should demonstrate strong organizational and problem-solving skills; the ability to motivate, direct and train staff; and excellent interpersonal, collaborative, and communication skills.

Five years executive financial management experience in the nonprofit sector and a CPA and/or MBA is preferred, along with education and/or at least five years' professional experience in maintenance and facilities management. Candidates must also possess prior supervisory experience.

In addition to the above listed requirements, we enthusiastically welcome other talents to enrich our community. We actively seek candidates whose interests and experiences may include, but are not limited to: music (especially folk music), languages, equity and inclusion, nature and the natural world, and building/making/tinkering.

Compensation and Benefits

This is a full-time, exempt position and an opportunity to become a part of a vibrant, family-friendly community.

The benefits package includes medical, vision and dental insurance, tuition remission, professional development opportunities and an employer-matched retirement plan. The package includes generous paid time off for personal, vacation and sick days, with flexible scheduling.

About Miquon

Founded in 1932 in a tradition of Progressive education that is strongly upheld today, Miquon is a small, independent, coeducational elementary school just outside Philadelphia for children in Nursery (age three) through the 6th grade. The school enrolls approximately 150 students in eight mixed-age groups, typically 18-24 children in size. Each classroom has one lead and one assistant teacher, who are together responsible for providing instruction for their group.

Miquon is dedicated to preserving childhood, using innovative student-centered teaching practices, and developing children's knowledge of and appreciation for the environment. Time spent outside on our 10-acre campus including woods, fields, and creek is an integral part of every child's Miquon experience. We value independent thinking, varied individual and collaborative approaches to learning, authentic assessment methods, and creative, child-focused approaches to curriculum development.

The Miquon School does not discriminate on the basis of race, religion, gender, or sexual orientation in the employment of staff, admission of students, granting of financial aid, or the administration of school policies.

Application Procedure

Please send your resume, three references, and a cover letter addressing your skills and experience in the areas listed above to resumes@miquon.org.