**About Millennium School**

Our aim is to re-imagine middle school for the 21st century. Instead of seeing the middle school years as “awkward” and “difficult,” we think they’re the most important years to prepare students for the path to happy and successful adulthood. We’ve built a team of leading educators, researchers, and adolescent developmental psychologists, and together we’re designing a new model for middle school: one that combines highly engaging academics with an approach that is social, personal, and rooted in the real world.

**Practiced commitment to Social Justice & Equity**

At Millennium we celebrate diversity as a portal to ourselves and a peaceful global community. We know that it takes commitment and prioritization to offset systems of oppression and implicit bias. We are committed to becoming a fully anti-racist multicultural organization helping to transform society. This means we are constantly learning about systemic, cultural, and personal barriers to equity in diversity, and creating structures of accountability that disrupt and uplift.

**The Role:**

Reporting to the Head of School, the Director of Finance is responsible for all financial operations and co-directs the operational management of the school along with the Director of Operations. Specific responsibilities include:

**Strategic:**

- Oversee long-term capital and operating budgetary planning and cost management in alignment with the school’s mission and strategic initiatives.
- Participate in the development of school strategy, and provide recommendations, financial analysis, projections, and other data to inform the process.
- Engage the Board around issues, trends, and changes in the operating and capital structures, with cash and investments and human resources.
- Participate in the school’s search for a long-term facility, and coordinate the financial planning and obligations of the search process.
- Recommend improvements to “best practices,” with an understanding of the unique culture of our school.

**Business Operations:**

- Develop annual operating and capital budgets
- Manage all financial operations such as: school accounting and regulatory reporting and compliance, debt and revenue planning, tuition billing and collection, budgeting, bank reconciliation, cash management, purchasing and investing, contracting, payroll, and other business administration activities.
- Administer the financial operations of our sister organization, Millennium Forum, including payroll, budgeting, and billing.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting and compliance.
- Participate in the annual tuition setting process, school tuition policies, and legal compliance in the administration of the enrollment contract in collaboration with the Head of School and Director of Admissions.
- Manage student flexible tuition process, with support from the Director of Admissions, including budgeting, the compilation of data for the committee, award notification, and follow up.
- Develop and implement controls to assure the integrity of the accounting system, including the implementation of audit recommendations.
- Coordinate the yearly audit.
- Oversee, explain and recommend appropriate insurance coverages (health, property, liability, and employee benefits). Serve as the primary Plan Administrator for the school's benefits.
- Assess risk exposure and identify and administer appropriate property, casualty, and liability insurance for the school.
- Work with the Head of School to oversee the accounting and reporting of fundraising, oversee the administration of the Annual Fund, and collaborate on fundraising activities.
- Work with the Head of School to ensure the academic programs are effectively supported by means of staffing, assets, and budget to meet program needs in alignment with the school's mission.
- Approve all financial obligations; execute leases, loans, contracts, and other actions requiring a commitment or receipt of financial resources.
- Oversee the purchase and maintenance of equipment and supplies, and systems to support the administrative and educational needs of the School.
- Oversee the inventory of the School's assets and monitor maintenance and depreciation of all School property.
- Maintain compliance with governmental regulations by staying current on changing laws and regulations.
- Coordinate the gathering and submission of information, as required, for the purposes of benchmarking (i.e., CALISBOA, NAIS).

Technology, in coordination with the Director of Operations:
- Develop and administer the school's technology plan by coordinating the acquisition of adequate systems and establishing procedures to meet the information needs of the school.
● Maintain IT providers to ensure efficient troubleshooting and issues resolution, network administration, hardware, and software implementation and support, documentation, and training, equipment life cycle management, and basic IT training for staff.

Facilities, in coordination with the Director of Operations:
● Manage the needs of our physical building, including the negotiation of yearly leases and building improvements.

Position-Specific Qualifications:
● Experience in a related school or non-profit position, preferably as Director of Operations, Business Manager, Director of Finance, or CFO.
● Minimum Bachelor’s degree in Finance or related field.
● Excellent verbal and written communication skills.
● Comfortable with a “start-up” culture.
● Comfortable setting up new systems.
● Strong attention to detail.
● Strong organizational skills.
● Must be a self-starter, multi-tasker, flexible, and have an ability to navigate among different stakeholder groups with ease.
● Willing to take on additional responsibilities as assigned.

Compensation
Compensation is competitive and commensurate with similar roles and levels of experience. This is a full-time position with benefits.

Application Process
● To apply, please send your resume to Roberto d’Erizans, Head of School, rderizans@millenniumschool.org
● Millennium School is an equal opportunity employer. We welcome applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.

Last updated: February 22, 2021