



Director of Finance and Operations

Start Date: July 1, 2021



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Mission: We cultivate the intellectual, spiritual, and ethical promise of our students
Vision: To awaken courage and intellect – and peacefully transform the world

Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 750 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Director of Finance and Operations

The Director of Finance and Operations (DFO) ensures the financial integrity of Friends' Central School with its gross operating revenue of \$32 million, long-term investments of \$31 million, and assessed capital assets of \$90 million. Reporting to the Head of School, the DFO is responsible for the business, financial, human resources, technology, and facilities functions of the School. The DFO supports and works closely with the Head of School and Board of Trustees and, as a member of the School's Core Administrative Leadership Team, plays a key role in determining the strategic direction of the School and developing and executing plans to meet the short- and long-term goals of the School.

Responsibilities:

- Partner with the Head of School and Board of Trustees on strategic issues, and provide counsel regarding finances, debt management, budget preparation, long-term financial planning, facilities planning and development, compliance, human resources, information technology, and risk management
- Coordinate and manage annual and long-term financial planning, including the operating and capital budgets, projected cash flows, and debt planning
- Prepare and present financial reports and metrics to the Head of School, Board of Trustees, and Committees; staff the Board Finance, Investment, and Property Committees, and serve on other committees as assigned; coordinate and oversee the annual audit
- Supervise Business Office personnel ensuring that all Business Office procedures are efficient and adhere to best practices
- Serve as Human Resources Manager in the implementation and development of the School's employment practices and policies; provide support and guidance to the Head of School and administrators around decisions involving HR policies and practices; administer the employee benefit plans, including the School's pension plan
- Oversee Information Technology function, ensuring that efficient and up-to-date technology resources are available for the business and instructional functions of the School
- Oversee Campus Safety and Physical Plant department. In conjunction with the Director for Physical Plant and Campus Safety:
 - Assist in risk assessment and management at the School to ensure the physical safety of the FCS community
 - Develop and implement short- and long-term facilities maintenance plans, and oversee construction projects
 - Ensure sustainability practices are maintained throughout the School in keeping with the Board Statement on Sustainability
- Supervise Auxiliary Program Manager, providing oversight of Food Services, Transportation, Summer Programs, School Store, and other auxiliary services
- Represent FCS at various regional, state, and national associations

Qualifications/Skills:

- Significant (10-15 years) experience in a CFO, Controller, Assistant Business Manager, or similar role, preferably in an independent school, college, or other non-profit setting
- Strong background in finance, financial modeling, financial reporting and accounting standards, regulatory compliance, cash management, investing, and budgeting
- Ability to organize, prioritize, and delegate effectively
- Excellent analytical and strategic thinking skills, with the ability to think broadly about the institution as a whole
- Excellent judgment and decision-making abilities

- Experience with capital projects, including financing, construction, and project management
- Excellent communication skills; ability to relate, build relationships, and work with diverse school constituencies
- Ability to mentor, support, motivate, hire, and retain employees
- Integrity, the desire to support the mission of the School, and a commitment to the testimonies of the Religious Society of Friends

Education:

- Four-year degree, accounting/finance preferred but not required
- Higher certification such as CPA or MBA strongly preferred

For more information on Friends' Central School, please visit www.friendscentral.org.

Qualified applicants should submit a cover letter, current resume, and three references. Please send those materials, with your files clearly named, to careers@friendscentral.org.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

