

Montessori School of Denver
DIRECTOR OF FINANCE AND OPERATIONS
EXEMPT EMPLOYEE*
Job Description

The primary purpose of the Montessori School of Denver is to educate children and to teach and nurture the skills necessary for success in the 21st century based on a foundation of Montessori philosophy and principles and best educational practices. MSD also upholds the highest standards of independent school education as articulated in the Standards of the Association of Colorado Independent Schools, Principles of Good Practice of the National Association of Independent Schools, and the American Montessori Society's Philosophy and Practice and Code of Ethics.

MISSION STATEMENT

We are a dynamic educational environment empowering student to use diverse knowledge and experiences to reach their full potential and do good in the world.

VALUES STATEMENT

We are a thoughtful, inclusive community of joyful, empowered learners, curious, collaborative thinkers, and brave, wise leaders.

EDUCATION AND QUALIFICATIONS

- Strong financial management, accounting and budgeting experience
- Multi-year financial modeling/forecasting/tracking against a strategic plan
- Strategic thinking partner to the Head of School
- Excellent communication and presentation skills
- Minimum B.S. in Accounting or Finance, CPA a plus
- Experience with non-profit accounting preferred
- Background check includes compensation verification, professional references, employment and education verifications, state and federal criminal history report and credit check

SUPERVISORY RESPONSIBILITIES

- Assistant Business Manager
- Manager of Facilities
- Front Office Team/Receptionist
- Technology Group
- Manager of Campus Safety and Security

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Finance and Operations (DFO) reports directly to the Head of School and oversees the functions of accounting, food service, technology, safety and security and physical plant. The DFO works internally and externally to ensure

MSD is organizationally and financially strong, and ensures compliance with federal, state and local laws and regulations.

BUDGET, AUDIT, AND FINANCIAL REPORTING

- Manage monthly financials and fiscal years
- Coordinate and manage year-end audit
 - Oversee the school's CPA firm with Board Treasurer
 - Oversee the audit process
 - Prepare presentation to Finance & Physical Asset Committee and Board of Trustees
- Prepare the Board Annual Reserves report for the Board of Trustees
- Prepare budget in conjunction with the Head of School, Board Treasurer, and the Finance & Physical Asset Committee
 - Provide statistical surveys and historical data
 - Establish effective models, projections, and dashboard for strategic and long-term planning including 5-year budget projections and capital projections
- Work regularly with the Treasurer of the Board on financial matters
- Provide reports to the Board and attend all Board Meetings and all Finance & Physical Asset
- Committee meetings, and the Board retreat as requested
 - Report quarterly financial statements
 - Assist in preparation of Enrollment Reports
 - Oversee and contribute to regular Head of School Reports
- Establish and maintain internal controls to safeguard the school's assets and monitor compliance
- Work with Administrative Directors to establish budget and reporting
- Maintain a relationship with the school's bank and investment advisor
 - Work with the Finance & Physical Asset Committee on investment goals and strategic initiatives
 - Prepare annual investment report for MSD endowments and investments to MSD Finance and Physical Asset Committee
- Support parent education regarding school finances

FEDERAL AND STATE COMPLIANCE

- Responsible for all tax, legal, accounting, and fiduciary reporting on a periodic and ongoing basis
- Stay informed of changes in the law and regulations
- Responsible for all mandatory filings, including:
 - 5500
 - Form 990
 - Benefit plans
 - Sales tax
 - Property tax

- Annual State Business report
- Annual Colorado Solicitation report
- 1099 vendor reporting

FINANCE AND ACCOUNTING

- Manage the annual budget
 - Authorize and manages all Capital Purchase requests
 - Oversee the Faculty and Staff monthly allotments, special events, and travel budgets
 - Manage EOM procedures
- Manage Accounts Receivable
 - Work with parents or guardians to bring accounts receivable more than two months in arrears current
 - Work with attorney on collections
- Regularly advise Head of School on financial matters relating to:
 - P&L, Statement of Financial Position, cash flow, etc.
 - Delinquent accounts, including collections and legal issues
- Work with the Director of Development on:
 - School fundraising events
 - Annual Giving
 - Annual Report
 - Expense budget
 - Donation tracking
- Negotiate and maintain vendor contracts

BOND REPORTING

- Prepare and maintain reporting to the CECFA and bondholders regarding the issuance of the Series 2018 revenue bonds
 - Annual Reports
 - Yearly Certificates
 - Audit
 - Compliance reports

RISK MANAGEMENT

- Oversee Property/Liability insurance
 - Annual review with broker
 - Manage claims
- Manage Workers' Compensation insurance
 - Annual renewal
 - Annual audit
 - Works with the Director of Human Resources on Workers' Compensation injuries
- Stay informed of changes in the law and regulations

- Create and maintain Crisis Plan with Manager of Campus Safety and Security

SAFETY AND FACILITIES

- Oversee Manager of Campus Safety and Security
- Oversee Manager of Facilities
- Oversee Janitorial Contracts and Services
- Oversee front desk operations
- Manage grounds and building projects with the Manager of Facilities
- Work with Finance & Physical Asset Committee and other committees on Master Planning
- Support the development and maintenance long-term plan for renovation, replacement, and maintenance of the school's facilities and grounds based on Reserve Study (every five years)

TECHNOLOGY

- Oversee School Systems Manager
- Liaison with third-party technology vendor
- Work with technology vendor to meet the technology needs of the school
- Support technology needs for the school including replacement and retirement of equipment and security protocols for all devices on campus

HUMAN RESOURCES SUPPORT

- Work in collaboration with the Director of Human Resources on all Human Resources matters to ensure that the School's employment policies are fair and consistent for all employee groups
- **Benefits:**
 - Works with Director of Human Resources on Plan Benefits, including:
 - HSA plan
 - Health insurance plans
 - Dental, Vision, Term Life insurances
 - COBRA compliance
 - Retirement plans
 - Review with insurance broker on plan renewals
- **Payroll:**
 - Oversee employee payroll and benefits, and conduct an annual analysis and review of payroll operations and policies

STUDENT CONTRACTS AND TUITION ADJUSTMENTS

- Support the issuance of student contracts with the Director of Enrollment Management and Tuition Adjustment (DEMTA)
- Collaborate with the DEMTA and Tuition Adjustment Committee:
 - Review School Tuition Adjustment forms
 - Review with committee to determine amount of awards

OTHER

- Oversee lunch program
- Participate in ACIS Financial Officers' Meetings and events
- Member of Finance & Physical Asset Board Committee and other related task forces as needed

*Exempt employee is not eligible for overtime pay.

Updated: January 2025