



Pardes Mission: Pardes Jewish Day School prepares students to become outstanding members of society through a rigorous secular and Judaic education, a nurturing community, and a foundation in Reform Judaism that welcomes all Jewish traditions.

POSITION:

Director of Finance

REPORTS TO: Interim Co-Head of School for Board and Business

JOB PURPOSE:

The Director of Finance (DOF) oversees financial operations, accounting, reporting, cash management, and human resources.

PRIMARY RESPONSIBILITIES:

- Oversee the financial reporting of the school by managing the accounting and internal controls of the Business Office including monthly balance sheets, income statements, and cash balance in accordance to GAAP
- Work with the school's accounting firm to produce the annual 990 and an annual audit
- Prepare a yearly budget with monthly variance review, and reporting
- Prepare financial forecasts as needed
- Liaise with the Finance Committee – work with the Treasurer (Chair of the Finance Committee) on agenda, research, reporting
- Develop knowledge of Arizona STOs, Manage Financial Aid funding availability with STOs, parent support through the application process, the establishment of award criteria, and issuance of the awards
- Oversee Risk management - a collaboration with professional insurance agents to ensure proper coverages to protect the school
- Manage human resources function including benefits and compensation planning

DIRECT REPORTS:

Oversee the professional staff of the Business Office including -

- **Accounts Manager**
- **Accountant**
- **Bookkeeper**

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND EXPERIENCE:

Minimum qualifications needed to perform the job successfully include -

- Education: Degree in Accounting
- Skills: Software management skills required to complete the tasks above - Veracross training preferred
- Abilities and interests: A desire to support and move forward Jewish Day School Education; an unwavering commitment to Pardes Jewish Day School's mission
- Professional Certification: CPA preferred
- Experience: Minimum of 7-10 years non-profit financial leadership required
- Personal qualities: Integrity, credibility, collaborative and strong interpersonal and communication skills, and sense of humor

ADDITIONAL RESPONSIBILITIES:

- Serve as a role model to faculty through the active participation and leadership opportunities in professional organizations; reads professional publications, and maintains personal networks
- Perform other duties as assigned by the Head of School
- Serve as part of an administrative team
- Attend various meetings, and assist with campus events including evenings, and an occasional Sunday