



Director of Finance

Job Posting

The Opportunity

Omni Montessori School (Charlotte, NC) seeks a new Director of Finance, effective January 1, 2023.

Omni's mission is "empowering children in a community faithful to the teachings of Maria Montessori."

Founded in 1985, Omni is a coeducational day school serving 200 students ages three through 15 years on two campuses.

The Position

The Director of Finance is an integral member of the school's leadership team and is responsible for managing the financial and human resources of Omni Montessori School. The Director of Finance reports directly to the Head of School and is a full-time, exempt, year-round employee.

Successful candidates will have measurable experience in finance as well as demonstrated leadership capabilities. Omni is looking for a person who is a financial professional, an effective communicator and a true team player.

Core Responsibilities and Areas of Oversight

- Actively promote the mission of Omni Montessori School.
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee all business functions, including: tuition billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, and investments.
- Prepare and administer a \$3+ million annual budget.
- Manage human resources including employee relations, benefits and compensation, and safety for 35+ employees, ensuring that policies and procedures are clearly communicated, consistently applied and conform to legal requirements.
- Prepare financial statements and make financial presentations to the Board of Trustees.
- Manage investments made on behalf of the school.
- Negotiate contracts on behalf of the school.
- Manage financial aid process, including preparation of materials, mailings, compilation of data for the financial aid committee, record keeping, notification and follow up.
- Administer and maintain all property, casualty, liability insurance and other coverages for the school and make appropriate analyses and counsel regarding risk.
- Work closely with and support the Development Office by assisting in the tracking of pledges, receipts and donor restrictions.
- Work closely with and support the Admissions Office to create student projection reports, anticipate enrollment needs based upon current budget and support the re-enrollment process.
- Manage, mentor and develop direct reports, providing constructive and timely feedback and annual evaluations.
- Maintain compliance with governmental regulations and changing regulatory environment by staying current on law and regulations that may affect compliance.

- Collaborate with and assist the Head of School and the Board of Trustees in meeting fiduciary responsibilities.
- Attend all Board of Trustees Meetings and work closely with the Finance Committee and Investment Committees.
- Keep educated about the life of the school, interfacing with faculty, parents and alumni frequently.

Core Qualifications and Credentials:

Candidates should possess the following requirements and skill sets:

- Bachelor's degree in business, finance, accounting, or equivalent experience.
- Minimum five years' experience in non-profit accounting and financial management practices.
- Independent school experience preferred.
- Strong financial and accounting background, including management of profit and loss, balance sheet, cash flow and budgeting.
- Experience in managing human resources, including hiring, benefits, and payroll.
- Experience with Quickbooks Desktop and proficiency with spreadsheet programs required.
- Ability to work independently as well as collaborate with others.
- Ability to cope successfully with stressful situations, schedules, and deadlines.
- Ability to communicate clearly and effectively.

To Apply:

Interested and qualified candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing their interest in this specific position
- A current resume

Send materials to: hr@omni-montessori.org