



## **Keen Minds. Compassionate Hearts. Global Action.**

Mackintosh Academy Littleton, an independent International Baccalaureate School for gifted learners in PreK through 8th grade, is seeking a Director of Finance and Operations beginning July 1, 2022. The Director of Finance and Operations is an integral part of the administrative team and is responsible for managing the financial and physical resources of the school. This position reports directly to the Head of School.

Mackintosh Academy Littleton was founded in 1977 as Colorado's first school for gifted students and serves 125 students in grades PreK-8. Mackintosh Academy's mission is to nurture the keen minds and compassionate hearts of the gifted child in a responsive and caring community of learners. Our students mature into confident, healthy human beings inspired to contribute to a world that needs them.

We are the Denver area's only authorized International Baccalaureate (IB) independent school with both a Primary Years Programme (PYP) and Middle Years Programme (MYP). As an authorized IB World School, Mackintosh Academy's mission also aligns with the IB program's mission, "to create a better world through education."

Please learn more about our unique school at our website to see if Mackintosh's environment may be a place for you to grow in your professional journey and be a contributing member of our educational family.

### **Essential Responsibilities for all Mackintosh Employees**

- Support the school's mission
- Promote and advance the cognitive, emotional, social, and physical well-being of all students
- Maintain positive relationships with all stakeholders including students, parents, board members, and the local community
- Engage in school events and activities as appropriate
- Support and maintain an attractive and safe learning environment
- Participate in regular meetings to address routine matters and support a healthy exchange of ideas for the continuous improvement of the school
- Set personal yearly goals and participate in professional development opportunities
- Support and engage in effective and timely communication with all constituents as appropriate
- Provide classroom and student support as needed on occasion
- Support school environmental sustainability initiatives
- Other duties as assigned

The Director of Finance and Operations will:

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting and compliance with federal and state mandates
- Oversee and collaborate with accounting staff for all school business functions including: tuition billing and collection, accounts payable, receivables, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administrative activities

- Work with the school's Professional Employment Organization (PEO) to provide employee payroll and benefits, including an annual analysis and review of the best fit PEO for the school
- Oversee the maintenance of the buildings, grounds and equipment including working with maintenance contractors, overseeing repairs and systems maintenance, maintaining and updating technology infrastructure (with the Director of Technology), and developing and overseeing a plan for allocating funds for Physical Plant Replacement Reserve and Special Maintenance (PPRRSM)
- Develop and maintain the school's Emergency Operations Plan (EOP) and oversee all health and safety initiatives including annual review of the Crisis Management Plan, oversight of safety drills and procedures (with Health and Safety Coordinator), review and oversight of health initiatives and contracts (Children's Hospital)
- Support Head of School in personnel matters including development and management of hiring policies and procedures, training and professional development
- Oversee onboarding and offboarding of staff ensuring compliance with all regulatory requirements
- Administer the annual budget and forecasting process to align with the school's goals and mission and work with accounting personnel on account records
- Provide financial reports to school leadership and the board
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process
- Collaborate with and assist the Head of School and the board of trustees in meeting fiduciary responsibilities
- Review all school contracts (both internal and external)
- Oversee investment accounts in collaboration with the Investment Committee
- Manage the audit and tax return process
- Complete annual liability insurance analysis with the school's insurance agent
- Work with the Director of Enrollment Management to manage the enrollment process including contracts, tuition assistance and the financial management system
- Consult and meet regularly with the Finance Committee of the Board providing require reports
- Work with the Head of School to review annual school policies and procedures as outlined in the Employee, Staff and Student/Parent Handbooks, including consultation with legal advisors
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications and participating in local, regional and national professional organizations

### **Qualifications**

- Bachelor's Degree, accounting or finance preferred, CPA a plus
- 8+ years of experience in finance/accounting in an educational institution or non-profit organization
- Proven success in a senior administrative role, preferably working with a board
- Expertise in financial analysis, business processes and internal controls
- Demonstrated leadership qualities
- High ethical standards
- Excellent communication skills
- Excellent organizational skills
- Keen analytical skills and a detail-oriented work style
- Proven ability to work in a collaborative environment
- Flexibility

Salary range (\$70,000 - \$85,000) Salary consideration is given for seniority, merit, quality, education, experience

Generous benefits Include the following:

- Benefit Continuation/Conversion at Termination (COBRA)
- Bereavement Leave
- Dental Insurance
- Holiday Pay
- Jury Duty Leave
- Life/AD&D Insurance
- Medical Insurance
- Personal Leave
- Section 125 Cafeteria Plan
- Simple IRA Pension Plan
- Family Medical Leave
- Sick/Personal Leave
- Tuition Remission

Qualified candidates should send a cover letter and resume to Beth Steklac, Assistant Head of School ([beth@mackintoshacademy.com](mailto:beth@mackintoshacademy.com)) no later than January 15, 2022.

Mackintosh Academy Littleton is an Equal Opportunity Employer. Mackintosh does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.