



Position Available: Glen Urquhart School
Director of Finance
For the 2024-2025 school year

About Us: Glen Urquhart School (GUS), is an independent, coeducational day school for students in Pre-K through grade eight. Located 45 minutes north of Boston in Beverly Farms, GUS was founded in 1977 with an experiential, place-based philosophy that integrates all subjects and creates opportunities for students to be passionate in their pursuit of knowledge.

Description: Glen Urquhart School's Director of Finance oversees the business operations of the school and keeps the financial stability of the institution as their primary goal.

Qualifications: This position requires a bachelor's degree in finance, accounting, or a related field and 5-10 years of relevant experience, preferably in an independent school or non-profit setting. The successful candidate will have demonstrated skill in accounting, financial management, and operations for non-profits. Reporting directly to the Head of School, the director must be able to work collaboratively with an administrative team and the finance committee of the board of trustees, as well as assist faculty, staff, and parents with questions about the financial aspects of their relationship to the school. A background or interest in youth programs is desirable.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Supporting the mission, philosophy, and core values of the School
- Keeping an accurate and continuous record of the cash and financial position of the school and managing the financial operation of the school so that the institution remains financially stable.
- Managing the accounts receivable and accounts payable portions of the business operation and be sure that both are kept up to date.
- Serving as the staff liaison to the Finance Committee of the Board of Trustees.
- Preparing a monthly operating statement for the Head of School, the Finance Committee, and the Board of Trustees.
- Preparing the annual budget in consultation with the Head of School and the Finance Committee within a time frame that allows the budget for the succeeding year to be approved at the January meeting of the Board of Trustees.
- Securing an annual audit of the school's financial records and financial positions.
- Overseeing all school purchasing, financial investments, banking activities, payroll, and benefits programs.

- Managing risk at the school to ensure the safety of personnel and students in their use of the facilities and maintain appropriate levels of insurance to protect the property and to cover the liability of the school, including directors and officers liability insurance.
- Overseeing and coordinating the work of the buildings and grounds staff and the secretarial staff.
- Assisting the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- Representing the school to relevant regional, state, and national associations.

Glen Urquhart School seeks candidates who will add to the racial, cultural, and gender diversity of our school community.

Salary to be determined based on experience and qualifications. Interested candidates should send a cover letter, resume, and list of three references with the subject line “Director of Finance” to gusjobs@gus.org.

Equal Opportunity Employer: Glen Urquhart School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.

Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915