

Director of Finance & Administration
Full Time

French American School of Rhode Island

FASRI is a unique institution that provides a transformational educational experience for students. We are seeking a Director of Finance & Administration, working closely and reporting directly to the Head of School, who will oversee all aspects of finance, human resources, and the facilities. The Director of Finance & Administration must support and promote the school's mission: the multilingual experience cultivates globally minded, confident, creative learners. Specific duties include:

- Maintaining all financial records
- Produce regular reports detailing actual results compared to budget
- Secure annual audit or review with external accountant and Board Treasurer
- Negotiate contracts with vendors, supplies and contractors, including the hot lunch program
- Lead preparation of annual budget and financial plan with Head of School and Board Treasurer
- Participate in strategic planning
- In close relationship with Head of School, manage human resources issues, employee contracts and payroll
- Serve as administrator of employee benefit plans, working with insurance agencies, vendors and brokers
- Assist the Head of School with decisions regarding staffing and compensation, including salary and benefit administration for all personnel
- Maintain appropriate school policies
- Administer the financial aid process with Head of School
- Responsible for safety and security, manage risk at the school to ensure the safety of employees and students in their use of the facilities, maintaining appropriate levels of insurance
- Supervise and control all cleaning and janitorial issues
- Oversee all facilities management, including building repairs, planning and execution of renovation projects, and relations with renting organizations and neighbors
- Work with the school's attorney on miscellaneous legal issues
- Serve on School's Asset Committee
- Attend Board Meetings and staff meetings and school functions as necessary

Qualification Requirements

- CPA, or Master's degree in Finance required, or equivalent level of experience
- 5+ years' experience in independent school environment or nonprofit organizations
- Knowledge of federal, state, and local laws regarding financial reporting for independent schools

- Must possess excellent interpersonal and communication skills with strong attention to detail
- An understanding of the financial and strategic decisions that are encountered in a not-for-profit, educational mission-driven institution
- Proven people management skills
- Possess team building, consensus-building, problem-solving, decision making, and mediation skills.
- Ease within a fast-paced, international and multicultural work environment
- The job requires an individual to be a strong role model for professional behavior and a strong leader