



Position Profile

POSITION TITLE: Assistant Director of Finance and Operations
DATE MODIFIED: April 2024
FLSA CLASS.: Exempt
REPORTS TO: Chief Financial Officer

OBJECTIVE: Manage the daily financial and human resource operations of the organization. Assist the Chief Financial Officer with management and leadership of operational priorities.

Qualifications and Skills

- Bachelor's degree in human resources, finance, or related field
- Fluency with accounting and personnel management software.
- Knowledge of educational systems and nonprofits is preferred.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.

Personal Characteristics:

- Personal integrity and strong character
- Adaptable, persistent, and proactive
- Professionalism and discretion
- Positivity and strong work ethic
- Customer service mindset

Essential Functions

Finance and Operations

- Assist the CFO in managing the school's finances.
- Manage payroll and accounts payable and receivable.
- Manage product, service, and supply orders.
- Manage the student information system.
 - FACTS Family App Management
 - FACTS SIS Faculty account logins and security settings
 - FACTS Tuition Management support for families
- Maintain accurate student and household records
- Maintain Enrollment Records in coordination with the Director of Enrollment Management.
- Support ordering and vendor communication related to facility requests involving outside vendors.
- Assist with budgeting and financial audits.
- At the direction of the CFO or head of school, support the physical operation of the campus.
- Manage the school's automotive fleet.

Human Resources

- Support division heads on personnel matters. When necessary, coordinate with outside counsel.
- Update/edit teacher and school forms available on Google Drive or the Teacher Portal (absence form, reimbursement request, order form, etc.)
- Serve employees as a confidential human resource officer.
 - Assist employees with benefits elections and changes.
 - Collaborate with the CFO and head of school on personnel matters.
- Assist with hiring, onboarding, and terminations.
- Manage background checks and drug screenings when needed.

Other Responsibilities

- Remain current with best practices in nonprofit finance, legal, and human resources disciplines.
- State and SAIS reporting
 - Emergency Drills: put system on test mode, inform fire department of drill, time each drill, report each drill to the state, and keep record of state reports.
 - Report our enrollment each year to the county and state.
 - Report TITLE 1 information.
- Other duties as assigned by the Head of School.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and/or pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with students Pre-Kindergarten – Grade 8. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.