



LAUREATE ACADEMY

CHARTER SCHOOL

Director of Finance & Operations

About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Be a Leader at Laureate Academy

Laureate Academy understands that the quality and effectiveness of school leadership is the most important factor that drives school achievement. We are relentlessly seeking leaders who strongly believe in our mission and vision and whose actions demonstrate high expectations for themselves, scholars, families, and their colleagues. We hire smart, driven people willing to work hard to realize our mission and who have the characteristics and experiences necessary to deliver ambitious results for scholars.

Job Overview

The Director of Finance & Operations will provide leadership and professional development to drive the school financials and operations.

Qualifications

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators.

We will consider candidates who:

- Bachelor's Degree required, MBA preferred
- Initiative, leadership, and tenacity are a must
- Excellent organizational, planning, and implementation skills
- Strong customer service orientation to schools, staff, and students
- Operational mindset; an unwavering belief that strong operations are mission-critical and a passion for driving even the most challenging operations efforts forward
- Excellent organizational, planning, and implementation skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentlessly results-oriented
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook
- Initiative, leadership and tenacity
- Ability to stay positive through challenges
- Detail-oriented team player willing to roll up sleeves and get the job done
- Unquestioned integrity and commitment to Laureate Academy's mission
- Strong quantitative skills
- Experience managing budgets and financial statements required
- Excellent business writing, communication and presentation skills
- At least 2 years of experience in school operations
- At least 5 years of professional experience, management experienced preferred

Responsibilities

Create and implement efficient financial and operational systems across the region

- Oversee creation of monthly reports of financial performance including income statements comparing actual to budget, cash flow and balance sheet statements
- Provide timely updates on financial status to management team, the Board, and other key stakeholders
- Refine or develop organization-wide processes, reports, and performance dashboards to support effective communication on all financial and operational matters across the organization
- Manage the annual school-based budgeting process, creating clear systems and processes for school and regional budgeting

Execute on the strategic financial and operational vision for Laureate Academy:

- Serve as a thought partner to school and regional leaders in all aspects of financial decision making through strong financial reporting and analysis
- Update and maintain Laureate Academy's long-term financial model in order to plan for growth and support the region's strategic plan
- Lead the facility planning process for new school openings, identifying facility options and securing long-term financing as needed
- Serve as the staff lead on the Finance Committee of the Board of Directors

Provide best-in-class operational support to schools

- Set the vision for high quality service to students, staff, and schools
- Identify, develop, and implement operational process improvements and structures that will support highly efficient and effective performance as Laureate Academy continues to grow in size and complexity
- Working with the School Operations Manager, manage vendor relationships for operational activities including the school meals program, grounds and building maintenance, and transportation systems
- Oversee day-to-day operations of real-estate and facilities-related projects, including the planning and building of new schools
- Oversee student information system
- Oversee HR functions, including benefits and new employee onboarding

Ensure Laureate Academy maintains strong financial health and is in compliance with all financial & government regulations

- Ensure Laureate Academy achieves annual and multi-year financial sustainability goals and budget results
- Prepare reports to meet the compliance needs of government agencies, grants, and bank covenants
- Submit all reporting requirements for the State of Louisiana and other funders
- Manage public funds including Title I, Title II, and CSP
- Oversee payroll systems, ensuring timely execution of payroll
- Develop, update, and manage purchasing and credit card policies/procedures and ensure staff adherence
- Manage relationships with banks, auditors, and government agencies
- Lead region-wide management of legal affairs, insurance, and other risk management strategies

Serve as the organization's chief technology officer, ensuring staff, students, and schools have the technology required for teaching & learning

- Oversee the development of information technology systems and processes
- Directly manage the workflow and performance of the region's IT Specialist

Other duties/projects as assigned by the Head of School

Compensation

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

Laureate Academy Charter School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Start Date: An exceptional candidate will assume a full time role on **June 24, 2019**. *The positions will remain open until filled.*

Application Process:

Please submit a resume and cover letter to our hiring team by emailing [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

Questions?

Email [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

504-503-0170