



Director of Finance and Operations

Internationals Network's Mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative International High Schools, while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) on a national scale.

Our Work

Working closely with local education departments, schools, community based organizations, and partner organizations, Internationals Network designs and opens new high schools as well as provides professional development and technical assistance to educators serving the recently arrived immigrant English Language Learner high school students. Internationals Network works to sustain a strong national network of innovative public high schools to improve educational outcomes for recently arrived immigrant youth by building the capacity of educators who work with immigrant youth.

Position Summary

The Director of Finance and Operations (DFO) is a key member of the senior leadership team and a strategic thought partner to the Executive Director. The DFO provides leadership and financial oversight for budgeting, accounting, financial reporting, audit preparation, human resources, and office operations. The DFO ensures compliance with GAAP, donor restrictions, grant regulations, and organizational policies. The DFO collaborates with other program staff to monitor current funding as well as develop new funding opportunities including grants and contracts. The DFO reports to the Executive Director and manages departmental staff.

Qualifications:

- Master's degree in Accounting, Finance or Business Administration or similar field
- Minimum 5 years in non for profit setting
- Minimum 5 years preparing audits and serving as audit point of contact
- Minimum 5 years managing and supervising administrative and accounting staff
- Experience in human resources and other operational areas

Responsibilities Include:

Financial Management:

- Oversee and manage accuracy, and compliance of all day to day, monthly, and year-end financial accounting and operations functions and processes
- Oversee and lead annual budgeting and planning process in conjunction with Executive Director, other senior staff, and Board
- Prepare, review, and monitor contracts with vendors and partners including districts, schools, and other nonprofit partners
- Maintain the integrity of accounts, approve user access for budget and timesheet systems
- Oversee and manage the accuracy of accounts payable and receivable, cash management, general ledger, payroll, corporate credit card, and fixed asset accounts
- Supervise and review generation of monthly general ledgers and related financial statements
- Generate project reports for use by program directors and ensure they have access to timely and accurate financial data
- Lead regular reconciliation of accounts, payables and receivables
- Resolve monthly budget to actual variances
- Oversee the filing of government reports as required
- Serve as lead for auditors and generate year end analysis schedules for annual audit



INTERNATIONALS NETWORK FOR PUBLIC SCHOOLS

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- Monitor and maintain adherence to financial policies and procedures manual
- Prepare financial reports for Board of Directors, funders and other stakeholders
- Collaborate with development and program staff to prepare proposed budgets to foundations and government agencies for funding
- Lead the periodic review and administration of financial software systems and tools

Human Resources:

- Lead, train, supervise, and mentor accounting and operations staff
- Support staff in recruitment and hiring of new staff members
- Research and make recommendations regarding employee benefits package

Operations:

- Oversee operational work, including HR, technology, office management, compliance, etc.
- Oversee facilities premises to ensure safe and optimal working environment procedure.
- Other duties as assigned

Knowledge, Skills, and Abilities

- Broad knowledge of accounting principles for non-profits
- Advanced proficiency with accounting software and financial reporting applications, Fund-EZ 10 a plus
- Strong knowledge of budgeting and forecasting
- Ability to deliver transparent financial infrastructure, from budgeting to reporting and compliance
- Ability to communicate with funders to insure compliance with reporting and spending requirements
- Excellent written and verbal communication skills
- Advanced proficiency with pertinent software including MS Office and financial applications
- Strong interpersonal skills and ability to interface with diverse internal and external stakeholders
- Proven ability to collaborate with a diverse staff members and ability to delegate seamlessly
- Excellent time management, organizational skills, and analytical ability
- Strong work ethic with proven ability to meet internal and external deadlines

Interested candidates should submit a cover letter and resume via email to resume@internationalsnetwork.org NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at www.internationalsnps.org.