**Tierra Pacifica Charter School**

**Director of Finance**

1. **Primary Functions**

The finance manager works with the School Director, Treasurer, Governing Board (Board), and Financial Consultant Team. The Finance Manager is responsible for all aspects of finance and reporting for the school.

* + Coordinates with the Director, Treasurer, and Financial Consultant Team to create and oversee the school’s annual budget and any mid-year revisions
  + Coordinates materials and prepares reports as needed with the Director and Treasurer for board meetings
  + Maintains systems, policies and procedures for organization of records, training and accountability
  + Serves as a liaison to the Financial Consultant Team and the Treasurer of the Board
  + Monitors pertinent legal/statutory updates and regulations
  + Monitors issues related to financial calendar and updates it to ensure compliance with legal reporting requirements
  + Analyzes and synthesizes data, reports and information
  + Prepares financial reporting as per the finance calendar for both internal and external needs. This includes reports for charter authorizer, Santa Cruz County Office of Education, and California Department of Education
  + Facilitates the annual audit, providing and coordinating information as needed
  + Facilitates tax preparation in a timely manner, supplying financial information to the tax accountant for tax preparation
  + Works with the Financial Consultant Team to monitor the school’s financial health
  + Coordinates with the business services department of the Live Oak School District for closing the books at year-end, interim reports, budgets and unaudited actual reports as required
  + Supervises the accounts clerk and HR Director
  + Manages Payroll
  + Manages Donations and Pledge arrangements
  + General ledger bookkeeping
  + Closing of the books
  + Reconciliation of accounts
  + Accounts payable and Accounts receivable
  + Prepares financial statements

1. **Additional Duties and Responsibilities**
   * Directs and supports accounting and payroll staff and parent volunteers for finance office
   * Serves as a backup for Office Manager and or front office staff (in case of emergencies)
   * Creates protocols for the accounting procedures and database as needed
   * Maintains accounting software and accounting database
   * Attends continuing education courses to keep up to date on current school finances
   * Creates employee contracts as needed
2. **Supervision and Evaluation**
   * Finance Manager will be supervised by the School Director in conjunction with the Board Treasurer and evaluated annually following performance evaluation procedures developed by the School Director and the School Governing Board
3. **Qualifications**

* Minimum 2 years accounting experience working within QuickBooks
* Knowledge of general office software including Microsoft Office and Google products (Knowledge of Escape a plus)
* Strong communication skills
* Knowledge of charter school financial laws, or non-profit/school, fund or government accounting
* Associate of Science in accounting or accounting coursework

1. **Work Authorization**

* United States (Required)
* Clean TB Test
* Criminal Justice Fingerprint Clearance
* Must take First Aid/CPR when offered at the school
* Must complete Mandatory Reporter Training within 30 days of hire date

1. **Salary and Work Details**

* $68,000-$90,000 based on experience
* 12-months/223 days per year
* Full time
* Health benefits included

**Required**

* Letters of Reference
* Resume
* Completed Application

Position open until filled. To apply, please go to tierrapacifica.org and select Jobs in the top menu, then download the Classified Application. Call 831-462-9404 for questions.

All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, marital status, national origin, sex, sexual preference, handicap or age in conformance with all State and Federal regulations.

Tierra Pacifica is a vibrant collaboration between families and educators working to create a loving school and multi-generational community. We stimulate a love of learning by integrating academic instruction with the arts and fostering environmental stewardship, emotional intelligence, and physical health. Parents participate at every level of our school, from making policy to sweeping the floors. Our task is to build not just a school but also a community in which a diversity of strengths, cultures, and family backgrounds is valued. Since we view education as a lifelong process, we envision our school as a center of learning for families, children, and teachers: one in which the real world comes into the classroom and the classroom goes out to the real world. Through conflict resolution training, classroom meetings and environmental education, we prepare our young people to become compassionate, effective leaders in tomorrow's world.

*\*This job description reflects essential functions of this position. It does not restrict management’s right to reassign duties and responsibilities to this job at any time.*