

Position: Finance Manager
Reports to: Head of School
Full-Time: 12 Month Employee

About Saint Michael Episcopal School

Saint Michael Episcopal School provides a nurturing early childhood educational experience grounded in love, faith, intellectual growth, service and whole-child development. As a member of the National Association of Episcopal Schools (NAES), SMES is committed to fostering curiosity, compassion, spiritual growth, and a strong sense of community within the Episcopal Identity framework.

The Finance Manager at Saint Michael Episcopal School reports directly to the Head of School and oversees operations and finance, financial reporting and planning for Board of Directors, human resources; campus planning and renovation finances, and enrollment & tuition strategic projections.

Duties and Responsibilities:

Operations & Finance:

Establish a strong work relationship with the Head of School to present financial plans and annual budgets to the finance committee of the Board to achieve the objectives of the school Recommend preliminary annual budget operational figures to the Head of School Maintain a system of cost control to foster efficiency consistent with high standards of education and the limitations of the budget.

Risk Management:

Ensure proper procedures and audit controls are in place and procedures to mitigate risk within financial accounts and SMPA auction transactions.

Human Resources:

Enroll, onboard, and maintain employees in benefits programs (insurance, 403(b) retirement plan, etc.)

Campus Planning & Renovation:

Manage and Oversee all financial and operational aspects

Board of Directors:

Create and maintain statistical data for Board and Head of School analysis and strategic planning Review and provide Financials and other reports for monthly Board meetings Create reports that lead Board to undertake periodic, systematic, and long range planning.

Enrollment & Tuition:

Maintain and analyze multi-year enrollment projections Recommend annual tuition adjustments within annual budget figures.

Fundraising & Advancement:

Partner w/ Development and SMAA Accountants to track all Fundraising Subaccounts Manage Fundraisers with Saint Michael Parent Advisory (SMPA) Partner with development and board to establish an annual fund.

Employment Requirements:

- Bachelor's degree.
- Demonstrate experience working on school campuses Early Childhood through 12th grade preferred.
- Meet personal qualifications outlined in THHS Minimum Standards for Child Care Centers.
- Comply with the Employee Handbooks of Saint Michael Episcopal School.
- Embody SMAA Core Values: Collaborative, Loyal, Effective, Kind, and Growth-Oriented, aligning with SMES Core Focus: Lead with Love, Follow in Faith, Experience Education and Share through Service.
- Demonstrate computer literacy and email communication skills.
- Ensure digital connectivity (internet and/or text messaging) with SMES and SMAA staff, parents, and caregivers during and outside of school hours.