



**Tampa Preparatory School** seeks a new **Director of Finance and Operations (DFO)**. This is a 12-month, full-time, benefits eligible position. Interviews are expected to begin in late February and start date will be **July 1, 2019**.



**Big Back Pack** is recruiting candidates as part of a national search for Tampa Prep's next DFO. **For more information contact Steve Mandell at [steve@bigbackpack.org](mailto:steve@bigbackpack.org).**

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### **Position Summary:**

The Director of Finance and Operations provides prudent financial management in compliance with GAAP and IRS regulations, cash management, implementing efficient and effective operations, and ensuring that the organization makes progress towards long-term sustainability.

The Director of Finance and Operations is a member of the Senior Administrative Team, reports directly to the Head of School, and works closely with other school personnel as well as the Board of Trustees' Financial Resources and Infrastructure Committees.

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### **Major Responsibilities:**

- Plan, develop, organize, implement, direct, and evaluate the organization's fiscal function and performance.
- Supervise the core members of the Business Office Team: Controller, Assistant to the Director of Finance and Operations, Facilities, Security, Transportation, and Director of Human Resources.
- Develop a sustainable, multi-year financial model capable of ensuring the School's fiscal stability as part of the School's strategic plan, and collaborate with the Head of School regarding strategic decision making.
- Oversee the annual financial and 403b plan audits and filings of tax returns.

- Ensure the delivery of timely and accurate analysis of budgets, financial reports, Board of Trustees Financial Dashboard, and financial trends to assist the Head of School, the Board, and other administrators in performing their responsibilities. The Director of Finance and Operations regularly attends the meetings of the Board of Trustees with other Senior Administrators.
- Collaborate with the Controller in the budgeting process to ensure a high degree of financial literacy among all cost-center managers and timely billing of student accounts.
- Oversee biweekly and semimonthly payroll processing and 403b plan administration.
- Collaborate with the Director of Human Resources to develop and maintain consistent employment policies, adequate staffing levels, and appropriate benefits programs for all facets of School operations.
- Implement investment decisions of the Financial Resources Committee and coordinate with investment advisors.
- Oversee and manage insurance policies to ensure adequacy of coverage, renewals, and financial considerations.
- As needed, effectively manage the financial considerations of projects, initiatives, and plans from the Head of School, Board of Trustees, and the Strategic Plan. Effectively communicating financial changes and progress and assist in the completion of projects in a timely manner and within budget.
- Oversee and work collaboratively with others on specific operational priorities including financial and, risk management, employee salaries and benefits, compliance with Federal and State regulations, and the preparation of the annual budget.
- Serve as Chair of the School's Retirement Committee charged with the fiduciary responsibilities for the School's 403(b) retirement plan, as promulgated by ERISA and the U.S. Department of Labor.
- Present a visible, collegial, and accessible manner reflective of the school culture in support of the financial operations of the School.
- Perform other duties as assigned by the Head of School.

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### **Required Skills and Qualifications:**

- At least five years of related work experience as a Business Manager or Director of Finance in a non-profit organization.
- A Master's Degree is preferred.
- Detail-oriented, organized, and able to manage several tasks at one time. Additionally, candidate must be self-directed and a self-starter who is able to take initiative and work independently as well as part of a collaborative team.
- Strong writing skills and the ability to communicate effectively with multiple constituencies.

- Candidate should be at ease with technology and have experience in working with Senior Systems accounting software, FACTS, familiar with Microsoft Word suite of software and Apple software.
  - Collaborative spirit and a genuine interest in working closely with students, families, faculty, and staff.
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### **Non-Discrimination Policy**

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by Federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.

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### **To Apply:**

Interested and qualified candidates should submit electronically in one email and as separate **PDF** documents the following materials:

- A current résumé
- A list of three professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).



**All materials should be sent via email to:**  
**Steve Mandell, M.Ed.**  
**Founder and Principal Consultant**  
**Big Back Pack, LLC**  
**steve@bigbackpack.org**