



Director of Finance and Business Operations

School: Harold and Mickey Smith Jewish Academy

Reports to: Head of School

Status: Full Time, 12 Months

Salary Range: \$110,000-\$135,000, commensurate with experience and qualifications, plus benefits

Start Date: Immediate opening

Position Summary

The Director of Finance and Business Operations is a key member of the school leadership team, providing strategic leadership and oversight for the financial and business operations of Harold and Mickey Smith Jewish Academy. Reporting to the Head of School, the Director works with professional and lay leadership to ensure the school's financial strength, operational effectiveness, and long-term sustainability.

The Director oversees financial management, budgeting, forecasting, reporting, and business office operations while providing the Head of School, Board of Trustees, Finance Committee, and Investment Committee with financial insight to support sound decisions. This position also supervises and develops business office personnel and collaborates across departments to align financial resources with the school's mission and strategic priorities.

Primary Responsibilities

Financial Management

- Lead accounting and financial management, including budgeting, forecasting, cash flow, banking, and financial planning.
- Ensure accurate and timely financial reporting and effective internal controls.
- Oversee accounts payable, accounts receivable, payroll, and financial compliance.

Harold and Mickey Smith Jewish Academy

Barry Family Campus | 4330 South Cedar Lake Road | Minneapolis, MN 55416

www.smithja.org | 952.381.3500

- Coordinate the annual audit, tax filings, and related regulatory requirements.
- Oversee investments, reserves, restricted funds, and contribution accounting in collaboration with the Investment Committee and external advisers.
- Support financial aid budgeting, tracking, and analysis.

Financial Planning and Analysis

- Develop multi-year financial forecasts and models supporting institutional sustainability.
- Analyze enrollment, tuition, compensation, fundraising, program, and operating data.
- Identify financial trends, risks, and opportunities and translate findings into actionable recommendations.
- Develop financial scenarios to evaluate major decisions, investments, staffing models, and institutional commitments.
- Collaborate with school leadership on financial priorities, resource allocation, and long-term planning.

School Leadership and Board Partnership

- Serve as an active member of the school leadership team, contributing to institutional strategy, planning, and major organizational decisions.
- Advise the Head of School and other professional leaders on financial strategy and operational effectiveness.
- Partner with lay leadership, including the Board of Trustees, Finance Committee, and Investment Committee, to support financial governance.
- Prepare and present financial reports, dashboards, forecasts, and analysis for leadership and Board committees.
- Lead the annual budget process and explain financial performance, emerging trends, and implications for future decisions.

Institutional Advancement Partnership

- Serve as a strategic financial partner to Institutional Advancement, including Development, Admissions, Enrollment Management, and Marketing.
- Collaborate on enrollment projections, tuition revenue, financial aid, fundraising forecasts, and institutional growth strategies.
- Oversee financial tracking and reconciliation of pledges, contributions, cash receipts, restrictions, and fund balances.
- Ensure appropriate contribution accounting, receipting, and financial reporting.
- Review the financial implications of significant gifts, donor agreements, campaigns, and advancement initiatives.
- Provide clear, consistent financial information to support Advancement leadership, donors, and the Board.

Human Resources and Personnel Administration

- Oversee the financial and administrative aspects of payroll, compensation, employee benefits, retirement plans, and related vendor relationships.
- Collaborate with designated HR personnel, external partners, and legal counsel on personnel administration and compliance.
- Support employment agreements, salary schedules, compensation structures, and annual contract processes.
- Provide financial analysis for staffing, benefits, compensation, and workforce planning.
- Maintain appropriate financial controls and documentation related to employment matters.

Employee onboarding, employee relations, and routine HR administration are managed through designated HR support and school leadership.

Business Office Leadership and Operations

- Lead, supervise, evaluate, and develop business office personnel, establishing clear responsibilities, performance expectations, and accountability.
- Provide coaching, professional development, and appropriate delegation to strengthen staff effectiveness.
- Establish efficient workflows, cross-training, documentation, and systems that ensure business continuity.
- Maintain effective internal controls and responsive, service-oriented administrative processes.
- Oversee insurance administration, financial risk management, procurement, purchasing procedures, and relevant vendor relationships.
- Collaborate with operational leadership on financial planning for facilities, technology, transportation, and other major expenditures.
- Maintain productive relationships with auditors, banks, investment advisers, insurance providers, and other professional partners.

Qualifications

Required

- Bachelor's degree in accounting, finance, business administration, or a related field
- At least **10 years of progressively responsible experience** in finance, accounting, or business operations, including demonstrated leadership and supervisory responsibilities
- Strong expertise in budgeting, forecasting, financial reporting, accounting systems, financial controls, and financial analysis

- Demonstrated ability to develop financial models and translate complex information into actionable recommendations
- Experience supervising and developing professional staff and collaborating with executive leadership and governing boards
- Excellent organizational, analytical, communication, and problem-solving skills, with sound judgment and integrity

Preferred

- CPA, MBA, or other relevant advanced credential
- Five or more years in financial management or organizational leadership
- Experience in nonprofit organizations, independent schools, or other mission-driven institutions
- Familiarity with nonprofit accounting, restricted gifts, fundraising, endowments, and investment oversight
- Experience supporting HR administration, benefits, compensation planning, and Board committees

The Successful Candidate

The successful candidate will combine technical financial competence, strategic thinking, collaborative leadership, and strong operational judgment. They will connect financial information with the school's larger institutional priorities, ask thoughtful questions, and provide clear recommendations that support informed decisions.

As a member of the school leadership team, the Director will build productive relationships with professional and lay leaders while developing a business office characterized by accountability, efficiency, and service.

Success will be measured by accurate financial reporting, strong forecasting, effective staff leadership, clear Board communication, productive collaboration with Institutional Advancement, and a sustainable financial model supporting Smith Jewish Academy's continued growth.

To Apply

Please send a résumé, cover letter, and references to Karen Hoppe at khoppe@smithja.org.