

## **Director of Finance and Operations**

### **The Bement School**

#### Position Description

The Director of Finance and Operations (DFO) serves as the Chief Financial Officer, oversees day-to-day school operations, and manages the physical resources of the school. Reporting to the Head of School and working closely with the Finance Committee of the Board of Trustees, the DFO is a member of Bement's Leadership Team and a key strategic and thought partner for the Head of School.

Responsibilities and duties of the Director of Finance and Operations include, but are not limited to, the following:

- Develop and maintain an annual operating budget and financial plans.
- Collaborate with the Finance Committee of the Board of Trustees and the Head of School to manage Bement's financial and physical resources.
- Lead and supervise a Business Office team that includes accounting and HR capacities.
- Oversee several administrative and operational departments including Dining Services, Student Health Services, Buildings and Grounds, Housekeeping, Transportation, and Information Technology Services.
- Partner with the Director of Admissions to manage annual re-enrollment and financial aid processes.
- In concert with the Head of School and the Leadership Team, establish and uphold all employment policies as delineated in Bement's Employee Handbook.
- Manage institutional assets and set strategic financial direction with an eye toward risk management and intergenerational equity.
- Monitor and interact with external fund managers of school's endowment funds to safeguard long-term institutional health.
- Develop, uphold, and advance an affirming, inclusive climate for all stakeholders in the Bement community.
- Serve as a leading voice in school-wide initiatives to articulate and advance the school's mission, core values, and short- and long-term goals.
- Partner with other members of the senior administration to provide leadership, direction, and decision-making capacity for the entire Bement school community.
- Support the school and its leadership, publicly and privately.
- With support of school counsel and Head of School, as needed, evaluate, approve, and execute contracts.
- Oversee administration of employee benefits including retirement savings, and health, life, and disability insurance plans.
- Serve as primary liaison to local officials and offices in maintaining a positive working relationship between the town and the school.
- Perform all other duties as assigned by the Head of School.

#### To Apply

Submit a letter of interest, updated resume, and list of three professional references\* via email to Toni Costa: [tcosta@bement.org](mailto:tcosta@bement.org). Deadline for submission is Friday, April 9.

\*References will not be contacted without the candidate's permission.