



WOLCOTT SCHOOL.ORG

524 N Wolcott Avenue

Chicago, IL 60622

PHONE: 312.610.4900

FAX: 312.610.4950

Wolcott School

Position Description: Director of Finance and Operations

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Current Opening for 2018-2019 School Year
Reports To: Head of School

The Exceptional Opportunity

The Director of Finance and Operations designs and manages the financial, human resources, and facilities operations of the school. The position reports to the Head of School, works closely with the Board of Trustees, and is a member of a collaborative senior management team. Compensation is commensurate with experience.

Mission Statement

Wolcott School offer an exemplary college preparatory high school for students with learning differences, tailored to the strengths and aspirations of each student. Employing best practices, our expert faculty is committed to helping each student achieve academically, communicate effectively, and grow socially as well as develop the self-awareness, confidence and resilience to thrive in college and beyond. As valued members of our intentionally diverse and close-knit community, Wolcott students develop a sense of purpose and responsibility to themselves and others.

Responsibilities:

- Financial management, including budget preparation, financial statements, fund-accounting, investment management, and financial reporting.
- Management of financial obligations such as leases, loans, contracts, and other transactions requiring a commitment of financial resources.
- Statistical research and analysis for benchmarking, analysis, and planning purposes.
- Design and implementation of financial, collections, tuition-related, and other business-operational policies.
- Broad-based operations and facilities management.
- Design and implementation of computer systems in database/accounting/presentation software and other relevant systems.
- Compliance with city, state and federal government regulations.



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- Human resources, including employee contracts, payroll, benefits, handbooks, policies, risk management and insurance.
- Other responsibilities as determined by the Head of School.

Attributes:

- Leads in a manner that exemplifies and fosters the school's progressive mission.
- Has a strong curiosity to learn and is a flexible thinker.
- Builds interpersonal relationships with co-workers.
- Possesses keen communication, management, problem-solving, and analytical skills.
- Exhibits excellent judgment and decision-making abilities.
- Shows a strong sense of integrity, reliability and accountability.
- Designs, maintains and manages a well-organized operation.
- Has the aptitude to multi-task, work independently and be attentive to details.
- Works well under pressure and meets deadlines.
- Interfaces professionally and respectfully with a broad range of constituents (administrators, trustees, faculty, staff, vendors, parents, professional contacts, etc.)

Salary commensurate with experience.

Contact Dr. Miriam Pike, Head of School mpike@wolcottschool.org