



## **POSITION OPENING: Director of Finance and Operations**

### **IN THIS ROLE:**

Looking for your next opportunity to lead in a collaborative environment contributing to a community that nurtures, challenges, and inspires its students?

The Grosse Pointe Academy is seeking a Director of Finance and Operations (DFO) who is an experienced leader and strategic thinker who excels at facilitating collaboration and communicating clearly with stakeholders at all levels.

The DFO will assume a strategic role in the overall management of the operations of the school and has the primary day-to-day responsibility for planning, implementing, managing and controlling all financial and business activities of the school as well as leading the school's daily operations. The position reports to the Head of School, is a member of the Administrative team and supervises the Assistant Business Manager, Director of Facilities, Director of Operations, Director of Technology, Enrichment Coordinator, and the food service vendor.

### **WHAT WE NEED:**

#### **Financial Planning**

- Responsible for short and long term strategic financial planning and reporting including updates to the financial models to support the annual budgeting and strategic planning work of the Board of Trustees
- Prepares and reviews financial and budget statements, investment and capital project reports; makes regular presentations to the Head of School, Board of Trustees and committees
- Ensures that all expenditures are consistent with the approved budget
- Working with the Director of Facilities and Director of Operations to coordinate planning and financing major capital improvement or investment projects
- Oversees the investment of the endowment funds according to approved investment policies

#### **Accounting**

- Responsible for establishing appropriate procedures and controls for all financial systems, in accordance with current standards
- Manages Business Office activities involving payroll, accounts payable, accounts receivable, and banking
- Manages the annual year-end financial audit by preparing work papers, schedules, and documentation

#### **Human Resources**

- Establishes appropriate employee benefit programs, implements changes as needed to enhance benefits and/or reduce costs, and supervises the administration of all benefit programs
- Ensures that the school's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion and separation conform to state and federal requirements
- Provides appropriate information to Head of School for salary comparisons, both internal and external, including preparing employment contracts
- Maintains and ensures security for the employee files

### **Student Enrollment**

- Manage all aspects of the accounts receivable process
- Manages financial aid from inquiry and application procedures and works with parents throughout the process
- In collaboration with the Financial Aid Committee, analyze, review, and approve individual financial aid awards
- Responsible for oversight and collection of aged accounts receivable

### **Physical Plant and Grounds, Insurance and Risk Management**

- Works with the Director of Facilities, Director of Operations, and Director of Technology, to coordinate plans for the preservation, safety, and renewal of the physical plant, network infrastructure, and school grounds
- Works with insurance advisors and brokers to provide appropriate and cost-effective liability, property, and workers compensation insurance coverage
- Serves as liaison with the school attorney
- Advises the Head of School of any situation which might have adverse legal consequences for the school

### **Auxiliary Services**

- Review, negotiate and approve vendor contracts
- Serve as the primary liaison with all banks and financial institutions
- Compiles and files all reports and applications necessary to maintain tax exempt, non-profit status
- Manages transportation contracts

### **WHAT YOU NEED:**

- Bachelor's degree in finance, accounting, business or comparable discipline. CPA designation a plus
- Minimum of five years of related experience including supervisory responsibilities, preferably with a not-for-profit. Experience in independent school setting a plus
- Accounting, specifically experience in Not-for-Profit Accounting (GAAP)
- In-depth knowledge of accounting software (Blackbaud a plus)
- Strong technical proficiency with Excel/Google Suite
- Financial analysis
- Contract negotiation
- Verbal and written communication skills
- Knowledge of independent school operations preferred
- Strong interpersonal skills and ability to relate to and work closely with diverse school constituencies while maintaining strict confidentiality
- Successful completion of a criminal records background check

### **WORK LOCATION:**

**The Grosse Pointe Academy  
171 Lake Shore Road  
Grosse Pointe Farms, MI 48236**

### **SALARY DETAILS:**

**\$110,000 - \$150,000 salary based on relevant prior work experience**

**Exempt position / 12-month work year**

**We anticipate a start date of July 1, 2026.**

### **WHY WORK FOR THE GROSSE POINTE ACADEMY?**

**Aside from working with talented colleagues on important initiatives, when you join The Grosse Pointe Academy, you will also get these great benefits:**

#### **HEALTH BENEFITS**

Cost sharing between employee and employer for PPO/HMO medical plans, dental, and vision.

Employer paid life insurance up to \$50K, and short/ long-term disability.

#### **PROFESSIONAL DEVELOPMENT**

GPA provides various professional learning opportunities to advance your skill sets.

#### **PAID LEAVE**

GPA offers vacation and paid time off, as well as holidays, so you can have a healthy work-life balance.

#### **TUITION REMISSION**

GPA employees receive remission of the tuition for children of employees who are accepted and enrolled at The Grosse Pointe Academy.

#### **RETIREMENT PLAN**

GPA offers a 403(b) retirement plan through TIAA with employer match after one year of employment.

#### **FREE LUNCH**

GPA provides lunch on campus at no charge with our food service vendor.

#### **OTHER PERKS**

GPA offers a monthly phone stipend, voluntary life insurance, a flexible spending account, and complimentary before and after care services for children of employees.

### **WHO WE ARE:**

The Grosse Pointe Academy is an independent day school serving students ages 2.5 through Grade 8 whose mission is to nurture, challenge, and inspire the intellectual, creative, and personal potential in each and every child. The Academy curriculum prepares confident lifelong learners in a joyful and challenging learning environment, encouraging intellectual curiosity, empathy, leadership, independence, global citizenship, active listening, critical thinking and effective communication. Located in Grosse Pointe Farms, Michigan, The Grosse Pointe Academy is situated on a historic 20-acre campus with centuries-old architecture overlooking Lake St. Clair. For more information, visit [www.gpacademy.org](http://www.gpacademy.org)

### **HOW TO APPLY:**

To apply for this position, please send the following materials to [hr@gpacademy.org](mailto:hr@gpacademy.org):

- Cover letter
- Resume
- Contact information for three professional references (References will not be contacted without the applicant's permission.)