

Director of Finance Augusta Heritage Academy, Inc.

Summary

The Director of Finance of Augusta Heritage Academy is a direct report to the Executive Director for accounting, budgets, human resources, financial planning and support services. The DOF will support the Executive Committee of the Board of Directors through reports and advisement. The comptroller will supervise the Facilities Manager, bookkeeper.

General areas of Responsibility

- Accounting
- Human Resources
- Physical Plant oversight
- Compliance

Accounting

- Prepare monthly P/L and balance statements for ED
- Prepare quarterly department reports and advise department heads
- Make journal entries as advised by CPA
- Assist Ed in preparing and monitoring annual budget
- Oversee audit when advised to BOD
- Reconcile monthly bank statements
- Report to ED on endowment funds and advise on expenditure
- Attend Board meetings
- Prepare 1099 for employees, vendors and contractors
- Oversee bookkeeper
- Monthly review of checks
- Review credit card purchase and requests and ensure compliance for purchasing
- Oversee all major purchases in excess of \$5000.

Human Resources

- Prepare monthly payroll for submission to Altera
- Review bi-weekly payroll from HELA prior to submission to Altera
- Issue W2, 1099
- Oversee benefits and review annually for changes
- Keep records for benefits
- Process new hires-security, payroll, benefits, compliance paperwork
- Process separations
- Prepare, distribute and collect contracts as directed by ED
- Act as last step in employee grievance process before ED
- Manage all workman's Comp injuries, student and faculty injuries and unemployment claims

Compliance

- Maintain 501c3 status of AHA
- Review and advise BOD on all insurance policies-property, liability, directors
- Oversee all audits
- Collaborate with CPA on 990
- Maintain state licensures
- Maintain appropriate designations on all real estate holdings of AHA

Physical Plant

- Oversee and coordinate the work of the Facilities Manager
- In collaboration with the FM, develop and implement a plan for repairs, replacements and refresh of the facilities
- Review spending practices on supplies and equipment
- Oversee facilities rental

Job requirements

- MBA or CPA preferred. Minimum of bachelor's in accounting
- 5 years' experience in accounting, preferably a school or non-profit
- 3 year's experience in management
- Acceptance without reservation of AHA Statement of Faith
- Clean criminal background
- Excellent communication skills

Work year

This position is 0.6FTE. School holidays apply. The position is not eligible for benefits. It is an ideal job for a recently retired CFO or CPA.