# Director of Finance and Accounting

**Responsibilities:**

* Coordinate all financial transactions, including revenue activities, expenditures, record keeping, reporting, auditing, district billing etc.;
* Coordinate all administrative transactions, including the provisions of personnel services, record keeping, reporting, inventory, purchasing, etc.;
* Coordinate the collection of any data required for the preparation of reports to the chartering entity and other appropriate bodies;
* Prepare materials in conjunction with the principal for board meetings;
* Serve as liaison to board finance committee and treasurer of the board;
* Manage facility maintenance and daily operations including custodial staff, student meal counts/ billing and student transportation.

**Qualifications:**

* BA/BS degree in related field or graduate degree;
* Demonstrated organizational skills;
* Demonstrated ability in data management and presentation;
* Prior experience in an operations manager position;
* Agreement with and commitment to the academic goals and philosophy of the charter school.