



Head of Finance and Operations

Position Type: Full-Time, 12-Month - Target start date July 1, 2026

Reports To: Head of School

Position Summary

Lynnhaven School seeks a strategic, detail-oriented Head of Finance and Operations to lead the School's financial management and day-to-day operational systems. This role is responsible for ensuring strong internal controls, accurate financial reporting, effective budgeting, and operational stability across facilities, vendor management, compliance, and campus logistics.

The Head of Finance and Operations is a key leadership partner to the Head of School and Board of Trustees and plays a central role in long-term sustainability planning. The ideal candidate brings a calm, solutions-minded approach, a high level of integrity, and the ability to build systems that keep a growing school organized, compliant, and financially healthy.

Essential Duties and Responsibilities

Financial Leadership and Accounting Oversight

- Lead annual budgeting, forecasting, and multi-year financial planning in collaboration with the Head of School and Board Treasurer/Finance Committee.
- Oversee day-to-day financial operations, including accounts payable/receivable, expense tracking, purchasing workflows, and cash management.
- Coordinate month-end close, produce monthly financial statements, and prepare variance reports for leadership and Board review.
- Ensure accurate coding and documentation in the accounting system (QuickBooks Online or equivalent) and maintain clean, audit-ready records.
- Support preparation for annual audit or financial review processes and serve as the primary liaison to the School's CPA, bookkeeper, and/or external accounting partners.
- Maintain internal controls and approval workflows to ensure financial accountability and reduce risk.

Payroll, Benefits, and HR Operations Support

- Oversee payroll processes and ensure accurate reconciliation of payroll registers, with coordination through ADP (or current payroll provider).
- Coordinate benefits administration including enrollment changes and vendor communication (health, dental, vision, retirement).
- Support HR operations such as employee files, onboarding coordination, and compliance documentation in partnership with the Head of School and Director of Administration.



Tuition Management and Revenue Operations

- Oversee tuition billing and receivables processes in coordination with tuition management systems (TADS or equivalent).
- Monitor delinquent accounts, coordinate payment plans, and support consistent family communication processes aligned with School policy.
- Coordinate tuition assistance tracking and reporting in partnership with school leadership and applicable platforms (SSS or equivalent).

Compliance, Reporting, and Risk Management

- Ensure timely and accurate federal and state compliance filings and documentation in coordination with the CPA and payroll provider (e.g., 941/940, W-2 reconciliation support).
- Maintain insurance policies and risk management documentation (general liability, property, workers' compensation, D&O), including renewals and claims coordination.
- Support Board-required reporting, internal documentation, and compliance practices aligned with nonprofit governance expectations.

Operations, Facilities, and Vendor Management

- Oversee operational systems that support a smooth school day (front office processes, scheduling coordination, supply purchasing, vendor services).
- Manage vendor relationships and contracts (maintenance, security, cleaning, IT support, waste removal, etc.).
- Oversee facilities planning and preventive maintenance coordination; support campus improvement projects as assigned.
- Support building safety planning, emergency procedures coordination, and required inspections/maintenance documentation.

Technology and Systems Oversight

- Oversee operational readiness of school systems and vendors that support technology infrastructure (IT support coordination, device inventory oversight, renewals, and licenses), in collaboration with academic leadership.
- Ensure reliable systems for staff and students by coordinating troubleshooting workflows and vendor support (not a hands-on IT technician role).

Leadership and Collaboration

- Serve as a key member of the school leadership team and attend relevant Board committee meetings, as requested.



- Provide clear, timely communication and reporting to the Head of School and Board regarding financial performance and operational needs.
- Build and maintain systems, calendars, and procedures that improve consistency, transparency, and efficiency.

Other Duties

- Perform other duties as assigned to support the School's operations, mission, and growth.

Qualifications

Required

- Bachelor's degree in finance, accounting, business administration, or a related field (or equivalent experience).
- 5 or more years of progressive experience in finance and operations, with nonprofit, school, or small-organization experience strongly preferred.
- Demonstrated success managing budgets, financial reporting, and operational systems with strong attention to detail.
- Strong knowledge of accounting practices and internal controls.
- High integrity, discretion, and ability to handle confidential information.
- Strong communication skills and the ability to translate financial information clearly for non-finance audiences.

Preferred

- Experience with QuickBooks Online, ADP, and tuition management systems (TADS or similar).
- Experience supporting audits, 990 preparation coordination, and nonprofit compliance.
- Experience with facilities/vendor management and operations leadership in a school setting.

Core Competencies

- Strategic and analytical thinker
- Highly organized with strong follow-through
- Calm, steady, and solutions-focused
- Strong judgment and integrity
- Systems builder who improves processes and accountability

Work Environment and Physical Requirements



- Work is performed primarily in an office/school environment with occasional campus walk-throughs and vendor meetings.
- Must be able to lift at least 15 pounds and support basic operational tasks when needed.
- Occasional evening obligations may be required for Board meetings or school events.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan options.
- Paid time off and school holidays.
- Professional development opportunities.

How to Apply

To apply, email careers@lynnhavenschool.org with “Head of Finance and Operations” in the subject line, addressed to the Head of School. Please include your

Resume

Cover letter

Names of three professional references, along with each reference’s email address and phone number.