Job Description - Director of Finance & Operations

Duties & Responsibilities

- Driving the strategic planning process related to operations, compliance, and finance
- Developing systems to scale efficient and effective operations from campus to campus
- Overseeing financial operations, such as:
    - long-term budget planning in alignment with strategic plan
    - financing strategies and activities, including banking relationships
    - cash flow planning and ensuring availability of funds as needed
    - the budget planning process in collaboration with the Principal and Board of Directors
    - the creation of monthly financial board reports to monitor adherence to budget
    - the creation of quarterly financial reports to communicate financial position to stakeholders
    - maintenance of accurate records of all financial transactions to ensure compliance with state and federal guidelines
    - financial and accounting systems, processes, tools and control systems
- Overseeing data quality at the school- and district-level, such as:
    - ensuring compliance with attendance procedures
    - ensuring the proper coding of students in special populations, including—but not limited to—free and reduced lunch, LEP, SPED, G/T, etc.
- Coordinating all report submissions to the state (both student and business)
- Overseeing the HR process, such as:
    - the processing of new hires and the maintenance of all employee records
    - employee benefit programs, including health insurance and TRS
- Coordinating general operations of the school, such as:
    - managing third-party contracts and staff, including custodial staff
    - managing food services by coordinating with service providers and overseeing deliveries
    - maintaining all school technology assets and coordinating repair when necessary
    - purchasing processes and procedures and maintaining ongoing inventory
- Driving ongoing facilities' development, such as:
    - engaging with civil engineers, architects, and contractors to develop the required facilities, including an addition to our temporary facility as well as our permanent facility
- Ensuring compliance with all state and federal regulations, including the development of annual timelines and related systems

Requirements & Qualifications

- Undergraduate Degree in Accounting or other Business Function
- Masters Degree in Business or CPA
- Experience managing and driving a team toward outcomes, required
- Experience interacting with diverse stakeholders, required
- Excellent written and oral communication skills
- At least five years of experience in non---profit management, preferred
- K-12 school experience, preferred
- Ability to multitask, including prioritizing time for strategic planning while simultaneously responding to urgent and important demands

Choice Foundation
Business Office Leadership

Resume

for

Associate DFO – Accounting, Grants & Audit

KEINA K. CASON

[redacted]

SUMMARY OF QUALIFICATIONS

Highly organized and detail-oriented professional with varied experience in financial analysis, general accounting, and a proven ability to multi-task and problem solve in a deadline-oriented environment.

- Skilled in financial management and analysis in public charter schools in New Orleans.
- Cross-functional in business office operations: Accounting, Payroll, and Grants Management.
- Proficiency in reconciling accounts and ensuring accuracy and completeness of data.
- Excellent computer skills including knowledge of Microsoft Office Professional, Blackbaud - The Financial Edge & Raisers Edge, Quickbooks, Peachtree, Accpac, Lacerte, and ADP.

EXPERIENCE:

Choice Foundation, New Orleans, LA September 2007- Current
Controller
As the Controller, I am responsible for the oversight of several of the business functions including: Grants Management, Accounting, Bank Relations, Compliance & Audit, and Operations Management. Also, I assist with the oversight of Payroll, Human Resources, Data Reporting, Facilities, Technology, Security, Food Services, Janitorial, Erate Management and Student Transportation as needed.

Rita Borne, CPA, Harvey, LA May 2006 – September 2007
Staff Accountant
As a Staff Accountant for a small CPA firm, I was responsible for handling routine payroll, taxes, and bookkeeping for various clients. I also prepared income tax returns for individuals during tax season.

New Orleans Tours, New Orleans, LA December 2004 – June 2005
Accounting Manager
As the Accounting Manager, I handled the accounting functions including: Accounts Payable, Accounts Receivable, Bank Reconciliations, and Month End duties.

American Computer Technology, Gretna, LA July 2002 – December 2004
Office Manager/Accountant
Provided oversight of the daily operations including scheduling jobs, supervising employees, and handing accounting duties.

Terry Meilleur, Metairie, LA February 2001 – April 2001
Accounting Intern
Prepared personal income taxes and monthly bank reconciliations for multiple clients.

NOME Federal Credit Union, New Orleans, LA April 2004 - Febuary 2006
Loan Service Assistant
Processed and dispersed personal and auto loans. Worked with local auto dealerships and title companies to obtain the necessary documentation to complete the loan process. Assisted the credit card department as needed.

EDUCATION

Bachelor of Science – Accounting – University of New Orleans, December 2001

REFERENCES

James Fulton, DFO – Choice Foundation – 504-915-7795
Kendrick Miller, Assistant DFO – Choice Foundation – 504-252-6959

Choice Foundation
Business Office Leadership

Resume

for

Associate DFO – Data/Financial Analysis & Human Capital

TRACEY SMITH

[redacted]

ASSOCIATE DIRECTOR OF FINANCE & OPERATIONS

- An effective leader with 9 years of experience managing all aspects of human resources and payroll, supporting the staff accountant and CFO, and providing meaningful financial analysis.
- A motivated achiever with demonstrable ability to meet deadlines and achieve organizational goals.
- A lifelong learner that is constantly seeking to expand my knowledge base and skill set.
- One of the leaders of a department responsible for 9 consecutive years of financial audits with no findings.

CRITICAL COMPETENCIES

- Excellent verbal and written communication skills.
- Advanced ability to utilize Excel for financial analysis and reporting.
- Able to provide effective strategic, financial, and human resources planning and implement processes to reach goals set by key stakeholders.
- Expert knowledge of Human Resources and Payroll operations and accounting practices in charter schools.
- Working knowledge of overall operations of charter schools including transportation, food service, I/T, and Student Information Systems.
- Expert user of various types of business software including ADP Portal, Blackbaud, EGMS, OSRAP, and web portals of several different benefit providers.

PROFESSIONAL EXPERIENCE

Choice Foundation New Orleans, LA July 2012-present
Associate Director of Finance & Operations

Responsibilities

- Supervising a team that performs all human resources and payroll functions for approximately 290 employees that provide services to over 1,500 students across multiple locations.
- Researching and monitoring the organization wide budget of over $20 million annually and meeting regularly with the Director of Finance and Operations to adjust the budget as necessary.
- Providing technical training to peers to help the department operate more efficiently.
- Analyzing monthly department budget reports to maintain expenditure controls.
- Preparing required state and federal financial reports including AFR, quarterly budget reports and audit schedules using GAAP and the LAUGH guide.
- Presenting reports weekly reports on human resources, payroll and budgeting departments to the leadership team.
- Working as part of the management team that is responsible for the preparation of all documentation and reporting for the mandated annual financial audit.
- Drafting all payroll and human resources policies and ensuring that all processes are compliant with state and federal regulations including Family Medical Leave Act, Affordable Care Act and Workman's Compensation.
- Managing the grant invoicing process and accounting duties related to grants.

Accomplishments

- Prepared the Annual Financial Report for 4 years and received an Excellent Rating every year.
- Achieved Certified Ethics Trainer Designation and can provide Ethics Training required for all charter school employees.
- Implemented new technology and increased the use of existing technology to remedy inefficiencies across the payroll, human resources and accounting departments.

Choice Foundation New Orleans, LA
Director of Human Resources & Payroll **July 2011-June 2012**
Human Resources and Payroll Coordinator **January 2008-June 2011**

Responsibilities

- Directing the contracting and administration of employee health and welfare benefit programs to include retirement, medical, dental, vision, life, and disability plans for eligible personnel.
- Planning, organizing, and administering the organization's payroll department operations for a bi-weekly payroll for 100 to 150 employees totaling $8 million annually; coordinating payroll activities with other departments and communicating with a variety of offices to ensure accuracy and completion; ensuring adherence to established schedules for accurate and timely data entry; administering a program of authorized and approved payroll deductions for mandatory and voluntary payments, to include wage garnishments and over/under payments of wages. Later, providing continuous training and oversight of these functions and the new payroll coordinator.
- Requesting federal and state grant funding and ensuring that over $1.5 million annually in grant funds are allocated to appropriate expenses. Providing all documentation related to payroll and benefits for auditors.
- Implementing new time and attendance software.
- Implementing and managing a defined contribution plan to replace TRSL.
- Staying informed about changes to HR and payroll laws and working with company officers to ensure compliance.
- Performing all human resource functions and managing all employee benefits for 100 to 150 employees. Later, providing continuous training and oversight of these functions and the new human resources coordinator.
- Processing of all TRSL contributions and completing annual audit of return to work retirees.

Accomplishments

- Mastered the process of grants billing and accounting.
- Drafted written Best Practices and corresponding training manuals for Human Resources and Payroll departments.
- Promoted to company leadership and placed in charge of Director of Human Resources and Director of Payroll.

Louisiana Citizens Property Insurance Corporation **July 2005-May 2007**

Administrative Assistant

- Creating analytical catastrophe reports including number of damage claims and dollar amounts of claims; invoicing and payment processing.

VLP Corporate Services LLC **January 2004-May 2005**

Executive Assistant to the CEO

- Administering employee benefits plans including 401(k) plans & flexible spending accounts on behalf of employers
- Selecting investment options for various types of retirement plans.
- Payroll processing and submitting payroll tax payments on behalf of employers

Main accomplishments

- Created a portfolio of performance reports based on independent research used to select investment choices for proprietary target funds.

EDUCATION

Bachelor of Science, Finance, University of New Orleans, New Orleans, LA

Choice Foundation
Business Office Leadership

Resume

for

Associate DFO – Operations

KENDRICK D. MILLER, MBA

[redacted]

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused professional with varied experience in financial analysis and general accounting, and a proven ability to multi-task and problem solve in a deadline-oriented environment.

- Skilled in multi-million dollar financial analysis in a university environment.
- Cross-functional in business office operations: Accounts Payable, Accounts Receivable, Payroll, and General Ledger analysis.
- Experience in design and revision of reports within stringent deadlines.
- Proficiency in reconciling accounts and ensuring accuracy and completeness of data.
- Strong aptitude for working in a TEAM environment.
- Excellent computer skills and ability to learn systems and applications quickly and easily; proficient in Microsoft Office Professional, AS 400, and Great Plains, MIP, Blackbaud , MCS

EXPERIENCE:

Choice Foundation, New Orleans, LA March 2012- Current
Associate Director of Finance and Operations
As the Associate Director, my responsibilities are for the oversight of all Business & Operations Functions including: Budget & Accounting Compliance related to Grants management, Insurance claims related to property, Facility and Maintenance, Technology, Security, Food Services, Janitorial, and Student Transportation. I also oversee the procurement process related to vendors for the services previously listed.

United States Postal Service, New Orleans, LA November 2010- December 2011
City Carrier (Transitional Employee), Carrollton Station
As a city carrier assigned to a geographic area, I was responsible for the delivery of all classes of mail in sequence of route. Handled undelivered mail in accordance with established policies, regulation, public laws and outlined procedures. Maintained a clean and neat professional appearance and communicated effectively with customers and others. Duties were performance in consistently changing weather and road conditions, sometimes resulted in delay of receipt of mail.

Jefferson Community Health Care Centers, Inc., New Orleans, LA April 2009-July 2010
Project Manager/Grants Manager
Served as the technical expert manager, I provided management recommendation on the needs, accountability and financial management for grants and projects. All proposals and supporting financial data were analyzes timely to ensure that all criteria were met, the cost was necessary and within reason. Prior to awarding grants, ensured that applicants were eligible for receipt in accordance with rules, regulation and polices. Review grantee information for accountability and assurance, ensuring that all rules and regulations were in compliance. Made recommendation and discussed unusual or sensitive issues with management and others as appropriate. When required prepared application packages, determine funding options, contacted funding agencies, obtained schedules and submitted. Projects were coordinated for compliance, budget program problem identified and the budget estimates were formulated. Expenditure reported was validated for fund usage. All obligations were monitored and any payment associated, including interim and final financial reports, reimbursement requests and electronic data provided by the recipients. Prepared and reviewed pre-award and post-award assessments to identify the required oversight and monitoring needs. The program funds activities were monitored, assessing the acceptability and the needs for corrective actions. When required request amendment for extension, continuation, renewal and/or suspension. I ensured that all terms and conditions were met in accordance with all laws and applicable regulations. Monitored and administered contract performance after awarded, payments and performed reconciliation.

Kendrick D. Miller

[redacted]

Dillard University, New Orleans, LA June 2008- January 2009
Senior Grant and Gift Accountant, Office of Business and Finance
Provide fiscal management of grants, gifts, and endowments. • Account reconciliation, preparation and entry of journal entries. • Obtain reimbursement for federal and restricted fund expenses. • Production and submission of reports internally and to federal, state, and private entities in accordance with grant requirements. • Research and respond to expenditure/revenue inquiries as needed. • Establish account numbers. • Preparation of federal, restricted and private contributions audit schedules.

Dillard University, New Orleans, LA March 2006-May 2008
Sr. Accountant
Provide accounting support and assistance for Accounts Receivable, Perkins and Nursing Loan functions • analyzing and recording revenue and expenditure transactions within the multi-fund system of accounting encompassing current funds, unrestricted and restricted, student loan funds, endowment funds, plant funds, and agency funds • revitalized the bank reconciliation system • responsible for the reimbursement of Title III funding

Methodist Home for Children, New Orleans, LA April 2004-Febuary 2006
Director of Accounting
Supervised all functions in the accounting department which included monitoring the general ledger • analysis of financial statements • making recommendations that would impact the agency • review of payroll records • Provided daily cash balances to the CEO • Prepared monthly close-out reports • Assist the agency's auditors in preparing the annual audit • performed all bank reconciliations • Prepared and maintained an annual budget of over three million dollars • Applies analytical and evaluation techniques in the resolution of budget problems and workflow • Knowledge of and skill to work in applying standard or common principles, practices and methods of programming and managing funds and of formulating, defending, and monitoring execution of an annual operating budget .

Dillard University, New Orleans, LA August 1999-April 2004
Jr. Accountant / Asst. Cashier
Prepare monthly and daily journal entries • Audit monthly student receivables • Created excel spreadsheets to aid in assessment of student fees. Review and correct accounting entries on student accounts • Build data base queries on the AS/400 system • Reconcile the restricted account • Contributed in achieving a 50% decrease in student receivables • Prepared invoice statements for third party vendors • Reconcile and manage NSF Checks • Provide assistance to co-workers in various disciplines. • Developed step-by-step procedures to aid in general ledger account changes

EDUCATION

Master of Business Administration – University of Phoenix, June 2008

Bachelor of Science – Accounting – Grambling State University, July 1999

CPA Candidate – Becker CPA Review

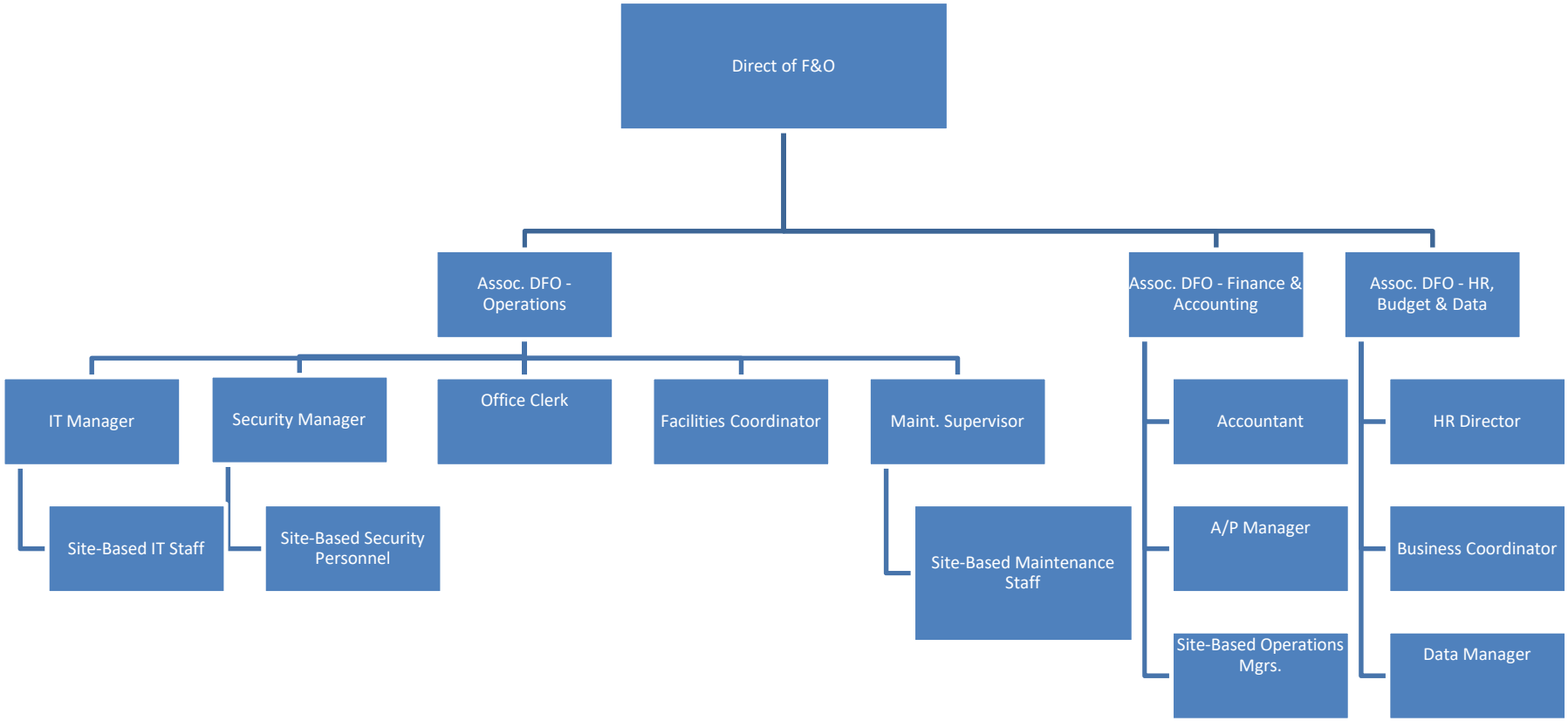
REFERENCES

Available upon request

Choice Foundation

Business Office

Org. Chart

CHOICE FOUNDATION
EXEMPLARY PUBLIC CHARTER SCHOOLS

Business Office Staff