



## **Director of Finance and Operations**

Reports to: Head of School

Full time

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### **SCHOOL DESCRIPTION**

Since its founding in 1977, Marin Horizon has been providing a challenging and robust academic program combined with character-enhancing life skills. Marin Horizon is a place of creative, active learning built around our commitment to developing each student's confident voice. Marin Horizon serves about 300 students from toddler through grade eight and is located in Mill Valley, CA.

### **POSITION DESCRIPTION**

Reporting to the Head of School, the Director of Finance and Operations (DFO) is responsible for helping to develop and execute the financial and operational strategy of Marin Horizon School. This leadership role is key to ensuring Marin Horizon's financial sustainability, operational efficiency, and alignment with the school's mission. The DFO will lead all aspects of financial management, including budgeting, forecasting, and risk management, while also overseeing key operational areas to ensure continuous improvement and collaboration.

### **PRIMARY RESPONSIBILITIES**

#### **Strategic Leadership & Financial Management**

- Partner with the Head of School, Board of Trustees and senior leadership team to develop and execute Marin Horizon's long-term financial strategy, ensuring financial sustainability and supporting the school's goals
- Partner with the admissions department to manage the school's tuition assistance program, ensuring resources are allocated effectively
- Oversee investment strategies

- Manage and optimize Marin Horizon's financial resources, ensuring the school remains a leading institution in both financial and operational health.
- Provide leadership and support to direct reports and staff
- Actively participate in Marin Horizon events as an ambassador as well as in relevant professional networks.

### **Finance & Accounting**

- Produce all budgeting, forecasting, financial reporting, and cash/investment management. Provide clear, actionable insights into financial performance, growth, and risk management to the Head of School and Board of Trustees.
- Establish and maintain strong systems of internal control, as evidenced through internal and external audits.
- Oversee daily financial activities including cash-related receipts, accounts receivable and credit and collection functions, ensuring a timely processing of billings, payments and collections
- Manage administrative and operational accounting services such as treasury management, 403-B plan, payroll, accounts payable, and purchasing
- Coordinate, design, and implement internal financial reporting systems, financial controls, and management information systems
- Manage the preparation of annual audits and form 990, respond to any audit comments and report to Board and Board committees

### **Operational Oversight**

- Supervise key operational areas, including the business office, human resources, facilities management, and information technology
- Partner with the Head & Facilities Director to oversee the planning and execution of capital projects, ensuring they meet financial targets, timelines, and compliance standards

### **QUALIFICATIONS**

The ideal candidate for the DFO role at Marin Horizon will possess a proven track record of financial and operational leadership in an educational or non-profit environment. Candidates should bring an entrepreneurial mindset and the ability to drive strategic initiatives that ensure both financial sustainability and operational efficiency. Desired qualifications include the following:

- Bachelor's degree in finance, accounting, or related field required; CPA or MBA preferred
- Experience in a senior financial and operational leadership role, ideally within an educational or non-profit setting

- Ability to make informed, strategic decisions that benefit the organization while navigating complex challenges and ensuring adherence to Marin Horizon's mission and values
- Experience in financial management, including budgeting, forecasting, financial reporting, and resources optimization
- Proven experience managing investments, cash flow, and tuition assistance programs
- Excellent written and oral communication skills, with the ability to make clear, effective presentations to the Board of Trustees, Board committees, leadership team, and other key groups
- Proficiency with financial software (Quickbooks) and office tools (MS Office, Google Docs/Sheets, etc.)
- Knowledge of legal and regulatory compliance, including GAAP, external audit processes, tax laws, tax returns, and educational governance
- High level of integrity, confidentiality, and professionalism

#### **SALARY AND BENEFITS**

- Anticipated annualized salary range between \$140,000 and \$220,000
- Excellent benefits package

Interested candidates should send a cover letter and resume to Bill Perrine, Head of School, at [jobs@marinhorizon.org](mailto:jobs@marinhorizon.org).