



PRESTON HOLLOW
PRESBYTERIAN SCHOOL

OPERATIONS/FINANCE DIRECTOR

Job Summary: Preston Hollow Presbyterian School is seeking a full-time Operations/Finance Director for the 2026-2027 school year. The Operations/Finance Director reports directly to the Head of School and is charged with the responsibility of managing the financial and physical resources of the school.

Duties and Responsibilities

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including tuition setting and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Oversee the facilities manager responsible for the maintenance of the buildings, grounds, and equipment.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- Provide financial reports to school leadership and Board Finance Committee. Maintain all corporate records including board meeting documents and minutes plus all historical records.
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Head of School and the board of trustees in meeting fiduciary responsibilities.
- Understand the culture and climate of the school and the wider educational environment.
- Work collaboratively with co-workers and other school community members.

- Model and foster high ethical standards, integrity, and respect for colleagues, alumni, parents and students in the conduct of school business.
- Create yearly budgets and employee agreements.
- Oversee all 403(b) investment activities – contributions, reconciliation of accounts and remittance of funds.
- Coordination of benefits -deal with brokers, plan meetings between brokers and staff, assist with staff enrollment, and update payroll information.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Ensure the human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements. Responsible for employee onboarding, benefits management, recruiting, retention and conflict resolution.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, maintaining personal networks, and participating in professional organizations.
- Perform other duties as assigned by the Head of School.

Qualification Requirements

- Bachelor's degree, accounting or finance preferred. CPA preferred.
- 5+ years prior experience in finance/accounting, education / non-profit experience preferred.
- Experience in Human Resources compliance and management, including benefits.
- Proven success in a senior administrative role, preferably working with a board.
- Knowledge and skill using QuickBooks.
- Demonstrated leadership qualities – organizing people and processes.
- High ethical standards.
- Excellent written and oral communication skills.
- Keen analytical skills and a detail-oriented work style.