



DSST Public Schools: Director of Finance

Position Overview: DSST Public Schools (DSST) seeks a Director of Finance to oversee the organization and management of the financial and operational systems for DSST Public Schools. The Director holds primary responsibility for financial planning (budget development), accounting, and reporting, human resources including employee benefits and payroll, facilities planning and development, maintenance and operations, vendor relationships and charter compliance for the DSST Public Schools network.

DSST Public Schools Overview: In its first five years, DSST has been recognized locally, state-wide, and nationally as a new model for high-performing urban secondary schools.

- DSST was the top performing Denver Public School, high school and middle school, in the 2008-09 year.
- DSST has earned the highest student achievement growth of any high school in the state of Colorado over the last three years.
- 100% of DSST's first three graduating classes were accepted to four-year colleges – the first Denver public high school to accomplish this achievement.
- DSST has been featured in *Newsweek's* "Great American High Schools," *The Denver Post*, and by the U.S. Secretary of Education, Arne Duncan, and Colorado's Lt. Governor as a national exemplar of school reform.

Working at DSST Public Schools: Professionals who work at DSST can expect:

- **A Culture of High Expectations:** All of DSST's graduates are accepted and go to four-year colleges and they are expected to become our city, state and country's next leaders.
- **Amazing Colleagues:** The DSST team is comprised of highly talented, successful, passionate educators who are committed to educating underserved students.
- **A Supportive Team:** DSST supports each one of its team members both in their professional and personal lives in a highly collaborative environment.
- **Professional Learning:** DSST is a learning organization which supports and challenges each staff member to learn, grow and become better educators daily.
- **Professional Success:** DSST provides everyone on our team the opportunity to succeed at the highest level – inspiring and changing the lives of our students.
- **Leadership Training:** DSST has created a comprehensive leadership development program that helps train aspiring leaders in the organization. Each director will benefit from this training.

Qualifications: DSST seeks candidates who have a demonstrated track record of the following leadership skills and beliefs:

Required Skills and Abilities

- Passionate belief in the mission of DSST Public Schools.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Ability to comfortably present to a wide range of audiences.
- Excellent organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to work effectively with a wide range of constituents.
- Ability to constantly evaluate the effectiveness of financial and operational systems and how best to modify and evolve those processes as the organization scales.
- Have a strong working knowledge of fund accounting and accounting software.
- Has strong budget, planning and modeling skills to construct budgets and forecast financially

Financial Responsibilities

- Responsible for revenue forecasting, budget development and planning;
- Develop a strategic financial plan that reflects the educational priorities of DSST Public Schools and sustains fiscal health and stability;
- Handle all school finances, including paying bills and overseeing purchase orders;
- Procure and maintain insurance;
- Direct and oversee relationships with external financial service providers for accuracy and completeness in accounting and reporting of all funds;
- Oversee financial reporting to internal stakeholders and other required entities;
- Monitor expenditures in relation to the Board-approved budget and to assure that fiscal activities comply with federal, state, and local agency requirements;
- Aid in the smooth transition from QuickBooks to a new financial management system - Sage/MIP;
- Manage human resources activities for the school, including employee benefits and payroll;
- Maintain custody of funds, securities, deeds, bills of sale, insurance policies, contracts and other similar documents and instruments relating to business operations;
- Develop financial reports for the Board of Directors and also attend all Finance Committee meetings; and,
- Increase the financial literacy of the organization, including the staff and Board of Directors.

Operational Responsibilities

- Assist in the development of and direct the administration of the facilities plan;
- Help design robust and replicable systems of operation both at the individual schools and at the CMO;
- Develop and streamline all non-instructional school operations processes including:
 - School facilities, including readiness for occupancy and maintenance
 - Work with new and existing schools to ensure that they start each new school year fully stocked and equipped, and ready to for operation
 - Supply procurement
 - School food service
 - Health & safety
- Supervise, develop, coach, and manage all operations personnel at respective school sites and the CMO, including office managers and operations managers;
- Negotiate shared space with co-located public and charter schools; and,
- Support School Directors in ensuring that all schools in the network are neat, clean, and operational at all times.

Other Responsibilities

- Serve as a member of DSST Public Schools Leadership Team; and,
- Manage and develop a high-performing non-instructional staff.

Evaluation: The Director of Finance will be evaluated based upon financial and operational metrics focused on enhancing organizational efficiency and scalability.

Experience and Educational Background Required: Director of Finance candidates should have at least five 5 years of significant financial management and operational experience including budgeting, accounting, financial analysis and project management. Applicants should have a bachelor's degree or higher; an MBA is preferred. Experience in an educational setting is preferred, but not required.

Compensation: DSST Public Schools offers a very competitive salary, comprehensive benefits, and a commitment to continuing professional learning.

To Apply: Please apply online at <http://www.scienceandtech.org/jobs/jobs-overview.php>.

The DSST Public Schools proudly values diversity and is an equal opportunity employer.