



The Mission of Patterson Park Public Charter School, Inc. is to be a place where children thrive as members of a vibrant and inclusive learning community with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is to produce life-long learners, healthy families, and strong neighborhoods.

Patterson Park Public Charter School and Clay Hill Public Charter School are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission, and preparing our students for success in a global society.

This is a full-time position with a work schedule of either 8:00am-4:00pm or 9:00am-5:00pm.

POSITION SUMMARY

The Senior Director of Finance is responsible for overseeing all aspects of the finance and accounting function, which includes managing the bookkeeping, purchasing, payroll, and human resource functions at Patterson Park Public Charter School, Inc. (PPPCS, Inc.), which is the non-profit operator of Patterson Park Public Charter School and Clay Hill Public Charter School. The Senior Director of Finance plays an important role with administratively supporting the day-to-day functions of the school. This position reports directly to the Executive Director and is responsible for managing vendor contract positions.

PRIMARY RESPONSIBILITIES

Leadership

- Determine the strategic staffing structure that best suits our organization
- Provide coaching, development and direction to bookkeeper and contract staff positions
- Manage vendor contracts and oversee E-Rate consultant relationship
- Oversee all financial operations to ensure spending within budget and following financial policies
- Manage Front Office staff members for BCPS payroll and procurement responsibilities

Accounting

- Create the annual budget within required deadlines. Work collaboratively with the Executive Director to present annual budget for PPPCS Board of Directors approval
- Manage and maintain organizational budget throughout the year and amend as needed to calculate year-end projections. Review BCPS quarterly reconciliation and annual True-Up reconciliation, and work collaboratively with City Schools to make corrections
- Manage monthly, quarterly, and annual fiscal reporting. Track budget versus actual enrollment for general education, special education, and ELL students and impact to finances
- Manage expenses and comply with required covenants and restrictions tied to secured funds
- Manage annual financial audits and assist controller annual audits. Identify and mitigate financial risks. Prepare and implement remedies for recommendations by auditors
- Oversee posting of revenue, bank deposits, expenses, payments in accounting system in accordance with GAAP

- Prepare grant report expenditures and monthly sales tax reports. Distribute monthly reports
- Manage BCPS contract submission
- Manage all aspects of payroll, including relationship with payroll vendor. Ensure timely bi-weekly payroll processing for all non-profit employees

Human Resources

- Oversee administration and set up new employees, including W-2s, I-9s, offer letters and benefits. Process separations and employee change status events. Complete Requests for Separation information from the Department of Unemployment
- Conduct orientation with new hires on payroll process and background check procedures
- Maintain accurate employee personnel files and I-9 records. Maintain accurate tracking of employee paid-time-off balances and communication to staff members
- Monitor Baltimore City Public School (BCPS) Principal's dashboard for accuracy of staff, which includes full time equivalencies, vacancies, budget allocations, vendor expenditures and payment
- Process employee status changes, additions to staff, and eliminations in BCPS PSTAR system
- Establish structure for positions that may be tied to grants and other funding sources. Create pay structure for programs in various systems
- Oversee 401(k) administration, 5500 filing, and distribution of annual safe harbor notices
- Manage health insurance program. Conduct annual benefits plan review and funding for Health Savings Account with broker
- Process requests and compliance documentation for FMLA, and Short-Term and Long-Term Disability plans
- Oversee administration of Worker's Compensation program, including reporting and completion of annual audit
- Update and maintain non-profit calendar with company holiday schedule and breaks in accordance with Employee Handbook
- Collaborate with Executive Director on revisions and updates to the Employee Handbook
- Embody and support school mission and values
- Provide expense and monthly reports to Finance Committee and Board of Directors

Business Office Administration

- Manage BCPS contract submission and support BCPS grants compliance
- Manage bank reporting requirements
- Manage Business Insurance and file Incident Reports
- File facilities permits, vendor contracts, and organization files
- Perform additional duties and tasks as needed

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Minimum of ten (10) years of progressive finance or accounting experience. Prior experience working in education, or non-profit environment is highly preferred
- Prior experience managing, supervising, or directing a Finance department
- Extensive knowledge in Generally Accepted Accounting Principles
- Prior experience managing vendor relationships
- At least 5 years of experience processing payroll
- Exceptional organizational and prioritization skills. Demonstrated ability to successfully manage tasks and projects with competing priorities and demands
- Professional presentation and demeanor
- Excellent verbal and written communication skills
- Strong analytical skills and attention to detail. Excellent problem solving and decision making skills
- Strong work ethic. High level of dedication and commitment to excellence

- Excellent service orientation. Ability to work and interact effectively with a diverse population and at all levels within the organization
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests
- Ability to work independently and with a high level of autonomy

EDUCATION REQUIRED

- Advanced degree in Accounting, Finance, Business, or related field.

TECHNICAL SKILLS REQUIRED

- Proficiency with Google Documents or Microsoft Office Suite. Advanced knowledge in Excel
- Experience with QuickBooks, HRIS, and/or payroll systems

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to **occasionally lift office products and supplies up to 20 pounds**. The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice.

COMPENSATION & BENEFITS

Patterson Park Public Charter School, Inc. offers a competitive benefits package, generous paid-time-off, and tuition reimbursement to full-time employees. The target salary range for this position is \$100,000-\$110,000.

WORK LOCATION:

The primary work location for this position is: 27 N. Lakewood Avenue.

TO APPLY:

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality, and combating biases. We place a special importance on recruiting, hiring, and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces.

PPPCS, Inc has engaged EllisJordan Consulting to conduct the search for Senior Finance Manager position. Candidates interested in applying for this position should submit a resume and cover letter to Jessica@EllisJordanConsulting.com.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE:

Patterson Park Public Charter School, Inc. does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.