



**The Renaissance Charter High School for
Innovation 410 East 100th Street, New York, NY
10029 www.innovationhighschool.org
212-722-5871**

OUR MISSION

The Renaissance Charter High School for Innovation (“Innovation”) nurtures and develops students to be academically successful, socially mature, emotionally healthy, and equipped to lead self-directed and fulfilling lives. We welcome all students and we empower them to adapt, excel, innovate and lead. By instilling the core values of collaboration, tolerance, respect, activism, safety and innovation, students will graduate prepared for success in college and careers.

Job Description: Associate Director of Finance

The Associate Director of Finance works hand-in-hand with the Executive Director, with the Associate Director of Operations, and with the School Leadership Team, to ensure that all financial management and business operations matters are identified and handled promptly, with a high degree of professionalism, and in accordance with best practice standards of the charter school sector. This position reports directly to Innovation’s Executive Director and performance is formally evaluated annually, at a minimum.

Primary Responsibilities:

- Draft annual budget with the Executive Director and Innovation leadership team
- Closely monitor budget-to-actual reports and report variances promptly
- Prepare and present periodic reports - at least quarterly - for the Finance Committee and the Board of Trustees on financial performance
- Comply fully with Innovation’s Financial Policies & Procedures Manual
- Engage in daily bookkeeping, enter all bills, deposits, payroll and month-end closing entries
- Monitor accounts payable and receivable to ensure timely and efficient receipts and payments
- Closely monitor bank accounts and credit card activity
- Monitor and report on payments received by the school for Per Pupil, Title, IDEA, legislative grant and other sources of grant funding
- Document and monitor all purchases
- Communicate with vendors and consultants and obtains all necessary documents, including contracts
- Prepare and file all Form 1099s
- Process semi-monthly payroll for all employees, and documents and processes all deductions, garnishments, liens, bonuses, etc.
- Engage with financial and insurance consultants, and with the Associate

Director of Operations, on payroll, benefits, employee hires and terminations, and related matters

- Ensure that comprehensive insurance coverage is obtained and renewed, in connection with an annual risk management analysis
- Manage and provide information to auditors for annual financial audit and tax form filings, including the Form 990
- Close books for fiscal year and prepare all requested audit schedules, analyses and support documentation
- Perform pre-audit work with auditors and financial consultants and provides required information related to the annual audit
- Prepares tax forms, as instructed by the auditors and financial consultant
- Serve as a member of the School Leadership Team, providing support, advice, and guidance to the entire school community
- Work hand-in-hand with Innovation's Associate Director of Operations on business-office related matters
- Monitor Innovation's 401(k) plan: acts as a plan fiduciary; meets periodically with Innovation's 401(k) plan financial advisor; holds plan administrator meetings; ensures that all filings are done in a timely fashion; and maintains a pension plan binder in compliance with federal law
- Create and update employee personnel files
- Engage in benefit enrollment and processing for staff
- Other duties to be determined by the Executive Director

Job-Related Qualifications and Skills:

- A bachelor's degree or higher (masters degree is preferred)
- Prior bookkeeping/accounting experience
- Strong skills in the use of word processing, spreadsheet, and presentation programs, and knowledge of, or the ability to learn, Google Docs and Sheets
- Maintains the highest standards of professionalism and ethics and zealously safeguards confidential information
- Provide excellent "customer service" to all stakeholders and partners
- Actively participate in school leadership team activities
- Exceptional organization and communication skills
- Excellent project management skills
- Acute attention to detail coupled with the ability to think and act strategically
- Ability to perform in a highly accurate and timely manner in a fast-paced and challenging environment
- Commitment to professional development and growth
- Maturity, humility, strong work ethic, sense of humor, and roll-up-your-sleeves attitude

Salary & Benefits:

This is a full-time position. Salary is commensurate with experience and qualifications. Innovation offers an excellent benefits package including medical, dental and vision coverage, life insurance, and a 401k retirement plan with an employer matching contribution of up to 5%.

Start Date: July 1, 2019

Please apply online: <http://www.innovationhighschool.org/work-at-innovation>