



SANT BANI SCHOOL

Director of Finance and Operations





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POSITION DESCRIPTION

Sant Bani School seeks a mission-driven Director of Finance and Operations to serve as the school's financial leader and a partner to the Head of School and Board of Trustees. Reporting to the Head of School, the Director of Finance and Operations will lead all financial aspects, including budgeting, forecasting, reporting, audit, and compliance with federal, state, and local requirements. The Director will also oversee human resource needs and ensure that the school's exposure to risk is properly managed. The ideal candidate will bring strong financial expertise, excellent communication skills, and the ability to operate at both strategic and operational levels.

ABOUT SANT BANI SCHOOL

Sant Bani is a Preschool-8th Grade day school nestled in rural Sanbornton, New Hampshire, near the woods, lakes, and mountains our state has to offer. At SBS, we believe that we have something to learn from everyone, and we emphasize community engagement through service and experiential learning. Our mission is to provide a high-level, comprehensive educational experience while also recognizing the value of the spirit. We offer small class sizes, with a total school enrollment of around 140 students, and a dedicated adult community of about 30 collaborative, dynamic, and highly-qualified staff members. SBS fosters a supportive and collegial working environment in which staff are encouraged in their professional development goals and educational interests.





PRIMARY RESPONSIBILITIES

LEADERSHIP

- Supports the mission, vision, and strategic direction of the school
- Collaborates with a variety of stakeholders to develop strategies that will increase organizational viability and sustainability
- Collaborates with the Board of Trustees and presents financial reports
- Serves on the Senior Administrative team, leading with a collaborative approach to the school's revenue and expenses

FINANCIAL MANAGEMENT

- Creates, monitors, and sustains high standards of financial management and oversight, including budgets, cash flow statements, expenditures, revenues, payroll, and taxes
- Oversees all financial investments and banking activities
- Ensures compliance with Generally Accepted Accounting Principles and any additional applicable standards
- Manages the bookkeeping services for the school to keep an accurate, continuous record of the cash and financial position of the school
- Ensures compliance with IRS regulations and reporting requirements in payroll calculations and payments
- Oversees compliance with all federal and state financial reporting requirements
- Works with an outside firm to prepare and complete the annual audit
- Develops financial reports for the Head of School and presents to the Board of Trustees
- In concert with the Director of Advancement, properly accounts for the receipt and spending of all gifts
- Partners with managers of the school's endowment so as to monitor long-term institutional health
- Report and collect data to/from relevant school associations (AISNE, NAIS, etc) and keep leadership apprised of data and trends from benchmark groups, surveys, etc



HUMAN RESOURCES

- Ensures compliance with statutory and regulatory requirements with respect to labor, benefits, and human resource issues, and required employee policies and training
- Administers the School's benefit programs, maintains the benefits policy plan, and oversees vendor selection
- Evaluates and provides information with respect to new benefit regulations, programs, and opportunities
- Prepares employment contracts and oversees the employment contract process

RISK MANAGEMENT & COMPLIANCE

- Oversees risk management to ensure the safety of staff and students and to cover the liability of the school
- Maintains a risk management program for the School, including recommending and securing proper levels of insurance coverage, maintenance of health and safety policies and forms, ensuring the Safety Committee operates effectively, overseeing the Emergency Preparedness Plan, and ensuring appropriate liability waivers are used
- Participates in weather-related school closing decisions
- Provides information to federal and state agencies as required by law
- Conducts regular review of relevant employee, student, and family policies and ensures compliance with industry standards and best practices

FACILITIES & OPERATIONS MANAGEMENT

- Oversees facilities, transportation, and technology infrastructure
- Manages the bidding and contracting process for facility development
- Coordinates the purchase of goods and services for the school
- Works with Facilities Director to supervise the school transportation program, including maintenance of the school's fleet, creation of transportation routes, schedules, and outside transportation contracts, parent bus contracts, and ensuring adequate safety trainings

ENROLLMENT & FINANCIAL AID

- Oversees the administration of the financial aid process
- Serves as a member of the Financial Aid Committee
- Works with Director of Admissions to generate student enrollment contracts
- Administers online payment portal, and works with families to ensure timely tuition payments



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QUALIFICATIONS

- Bachelor's degree required, with experience in accounting
- Advanced degree preferred
- Experience working in mission-driven organizations
- Experience serving on Senior Administrative teams
- Proven track record of strong financial planning and management skills
- Proven management and leadership capabilities
- Excellent verbal and written communication skills
- An attention to detail and the ability to prioritize responsibilities while working on simultaneous projects
- Strong knowledge of business and non-profit accounting policies and procedures





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Salary and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plan with employer match, and tuition remission.

Anticipated Start Date: This position is scheduled for a start date of late July 2026, or as soon as possible thereafter.

Applications will be considered until the position has been filled.





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Interested and qualified candidates should electronically submit in a single email, but as separate PDF documents, the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

Tucker Hastings
Senior Search Consultant
Big Back Pack LLC
tucker@bigbackpack.org
(617) 653-0844

