

All young women have the skills, tools and opportunities to develop as ethical leaders shaping their lives and the world.



Director of Finance & Operations Position Description

YWLCS is looking for a highly motivated individual to oversee all financial and business operations who seeks to join us in our mission to inspire urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

Primary Areas of Responsibility

- Oversee, direct, and administer treasury, budgeting, audit, tax, accounting, long-range forecasting, payroll, revenue, accounts payable, risk management, technology, facility services, food services, human resources, and employee benefits
- Formulate financial plans to support the school's charter renewal and longer range planning
- Prepare, review and submit monthly financial statements and reports as required by the Board, School Leadership, and public and private funders
- Oversee all monthly accounting and bank reconciliations
- Maintain appropriate financial controls
- Monitor the school's loan and investment portfolios
- Monitor and coordinate budget appropriations, requisitions, and expenditures
- Perform on-going analysis and develop improvements in conjunction with School Leadership that ensure the schools' financial health
- Responsible for coordinating corporate and employee insurance coverage's
- Oversee business operations, including: school food services, janitorial services, building repair and maintenance, landscaping and snow removal, pest control, and transportation services
- Oversee technology, network infrastructure, help center, telephones, and website

Reporting Structure

This position will report to 1 of 2 Co-Directors of the school and will interface directly with the Board's Budget & Finance Committee. Direct reports to the Director of Finance & Operations may include: Technology Administrator, Food Services Manager (contracted), Lead Custodian, Finance Manager (part-time), and Business Manager.

YWLCS values:

- Commitment to high academic achievement and equitable outcomes for all students
- Education that emphasizes personal connections and a supportive environment
- Multiple ways of teaching and learning and multiple means of assessment
- Critical thinking pedagogy
- Supportive, caring teaching & learning environment for all members of our school community

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Candidates must possess the following:

- A relentless commitment to the work of sustaining an innovative environment for young urban women
- Demonstrated interest in public school reform and/or issues of gender equity
- Bachelor's Degree required, MBA or CPA preferred
- Ability to effectively collaborate with teachers, staff and other members of the school community
- Strong financial planning and budgeting skills
- Ability to excel in an environment of high expectations
- Experience in operations, vendor negotiations, and finance
- Excellent communication skills and ability to effectively “manage-up”
- Ability to manage staff to meet the needs of students, families and the entire instructional team
- High proficiency in Microsoft Excel, Word, and Outlook and with small-business accounting software
- Detail and task-oriented team player
- Strong work ethic and excellent ability in multi-tasking
- Willingness to participate in ongoing professional development and team and self evaluation
- Ability to respond with flexibility to demands and requirements of a small school environment

Incentives of working at YWLCS:

- Strong vision and mission driven professional environment
- Strong professional development using professional inquiry and critical reflection
- Collaborative work with teachers, students, administration and parents

Interested candidates should send:

- Letter of interest
- Resume with contact information for three references to:
Michelle Russell, Co-Director, YWLCS, 2641 Calumet St., Chicago, IL 60616 or email to jobs@ywlcs.org.
Letters of recommendations are also welcome.