



Part Time Director of Finance

Riverside School is Virginia's most trusted school for dyslexic students in grades K-8. We utilize the Orton-Gillingham Approach in small classrooms and in one-on-one reading instruction. The typical Riverside student stays at our school for just two to four years and then returns to mainstream education prepared to reach his or her highest potential.

Our school transforms students and their families, but this would not be possible without our highly-trained and nurturing faculty and staff. Riverside School is an inspiring place to work because our mission is so powerful.

Right now, Riverside School is seeking a Part Time Director of Finance to oversee all aspects of the school's business office. The Director of Finance reports directly to the Head of School.

Required Qualifications:

- Undergraduate degree in finance or accounting, or equivalent.
- Successful experience in finance office setting.
- Excellent oral and written communication skills.
- Highly-motivated and able to work independently.
- Facility with computer applications, including software such as QuickBooks Online and Google Suite.

Key Duties:

- To use standard accounting and bookkeeping procedures to keep an accurate continuous record of the cash and financial position of the school, and to manage the financial operation of the school so that the institution remains financially stable. The school has an annual operating budget of approximately \$2 million.
- To prepare a monthly financial statement for the Head of School and the Finance Committee.
- To establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at the January Board of Trustees meeting.
- To provide for the securing of an annual audit of the school's financial records and financial positions.
- To oversee all school bookkeeping, purchasing and vendor management, tuition collection, financial investments, banking activities, payroll, and human resources.
- To provide staff support, in conjunction with the Head of School, to the Finance Committee and the Executive Committee of the Board of Trustees.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To assist the Head of School with decisions regarding salaries and benefits for all personnel.
- To perform other duties as assigned the Head of School.
- To support Riverside and its leadership.

This is a part time, 24 hours a week position with flexible scheduling around a school-year calendar. Salary is competitive and commensurate with experience.

To apply, send cover letter, resume, and three references to info@riversideschool.org.