



theHelixSchool

Director of Finance & Administration

About The Helix School

THS serves children, with mild to moderate autism, between the ages of 5 and 22 living throughout the Bay Area. The school's model and mission are based on providing an education that both nurtures and develops students' capabilities through an evidence-based, integrated curriculum tailored to support a child's developmental level, sensory processing differences, and emotional-regulatory needs. The talented staff consists of educators, occupational, speech and behavioral therapists, and mental health professionals. THS also provide services that benefit and support Bay Area public school district. For more information about The Helix School, please visit our website at www.thehelixschool.org

Position

The Director of Finance and Administration will be a strategic thought-partner, and report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead and develop internal policies to support the following areas: finance, business planning and budgeting, human resources, and administration.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as The Helix School continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a growing school that serves children with autism. This position is 30 hours a week and is an exempt position.

Responsibilities are as follows:

Finance Responsibilities:

- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Maintain and organize financial records (electronic and paper).
- Effectively communicate and present the critical financial matters to the Executive Director, Finance Committee, and quarterly financial reports at Board of Trustee meetings.
- Manage AP/AR: review checks, deposits, bills, cash receipts, credit card statements, invoices, and employee expense reports.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage all school district contracts in collaboration with senior leadership group.
- Manage all staff and consultant contract agreements in coordination with the Executive Director
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Prepare all necessary tax documents to submit to CPA firm.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of trustees; assess any changes necessary.

Administration Responsibilities

- Ensure compliance with CA HR laws and regulations.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Establish and manage a comprehensive on boarding process to educate employees regarding staff policies, and procedures.
- Manage yearly contracts for exempt and non-exempt employees
- Handle employee benefits, 401K, and Live Scan process
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Keep all employee records
- Update employee handbook, document retention and whistle blower policies

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to ten years of overall professional experience; ideally four-plus years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit.
- Has preferably overseen a human resources function
- Ability to translate financial concepts to colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a flexible environment
- Personal qualities of integrity, credibility, and dedication to the mission of The Helix School

Please contact Marjorie McMorris if you are interested at marjorie@thehelixschool.org

The Helix School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors and clients.