



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITION: PART-TIME DIRECTOR OF FINANCE, SHORT-TERM

POSITION END DATE: JUNE 30, 2012

LOCATION: BOSTON, MA

About Excel Academy Charter Schools

Excel Academy Charter Schools is an emerging network of charter schools in Boston based on the highly successful model of Excel's first middle school in East Boston.

Excel Academy was founded in 2003 to address very low high school and college graduation rates among minority students from low-income families in East Boston and Chelsea. Excel's flagship school serves more than 200 students in grades 5-8, over 70% of whom are low-income and Latino students. This school is the highest-performing public middle school in Massachusetts and sends more than 90% of its alumni on to college-preparatory high schools. More than 50% of Excel's students do not speak English at home.

Excel's success is built on a culture of rigor and excellence with the following elements:

- Uniformly high expectations—starting with the ultimate goal of college graduation—to which parents, students and teachers alike are held;
- Optimized use of every minute of the school day together with a longer school day and year;
- Individualized support for students with special needs; and
- Highly developed operational systems that enable teachers to focus on instruction.

Excel is developing ambitious growth plans and recently opened its second school in Chelsea. Excel plans to open roughly one new school per year over the next five years. While the first three schools in the network will be middle schools, Excel plans to open a high school in 2015.

Immediate Opening

We are seeking individuals who are passionate about serving an urban population, contributing to a dynamic network of schools that already has a strong track record of success, and oversee financial administration for a growing network. We are currently accepting applications for the following position:

Part-Time Director of Finance

Reporting to the Chief Executive Officer, the individual in this role will perform a variety of essential responsibilities, including (but not limited to):

- Budget Development & Financial Planning



- Prepare annual budgets for all units of the organization (Schools, Network Support Team, & Foundation) that align with the organization's priorities and goals and incorporates input from school leaders, the CEO, the Director of Network Operations, and the Board of Trustees.
- Lead the organization's long-term financial planning process; develop, update and maintain long-term financial models to assist in planning and strategy development
- Financial Policies, Procedures & Controls
 - Maintain and analyze general ledger accounts, including preparation and review of monthly reconciliations for all balance sheet accounts
 - Maintain documented financial policies, procedures and controls that ensure conformity with generally accepted accounting principles and compliance with state and federal regulations, DESE requirements, and internal controls
 - Train school-based staff in and ensure organization-wide compliance with financial policies and procedures
- Financial Reporting
 - Track, monitor, and analyze expenses, revenue, assets, and cash flow against budgets and forecasts
 - Prepare regular and accurate financial statements to effectively communication the organization's financial position to the Board of Trustees, DESE, institutional funders, and leadership.
- Audits
 - Coordinate and oversee the annual audits for all units of the organization.
 - Prepare all financial reports for DESE, federal entitlement grants, foundation grants,

Qualities Sought

- *Commitment To Urban Education:* Belief that there is not a more urgent task than to educate students from low-income, urban backgrounds.
- *Mission Alignment:* Belief that every student should be held to the highest academic and behavioral expectations. Understanding that a structured environment is essential for learning.
- *Entrepreneurial Spirit:* Openness to change, willingness to problem-solve, and interest in developing new ideas & programs.
- *Qualifications:* Bachelor's degree in accounting-related field with 5-7 years work experience; proficiency in QuickBooks or a similar program
- *Systems-thinker:* Has the ability to focus on outcomes and will thrive in a fast-paced environment and with the responsibility of simultaneously managing multiple projects and deadlines
- *Team Player:* Is able to work effectively in a team environment and will encourage/support others in doing their best work
- A high level of zest, grit, hope, gratitude, enthusiasm, tenacity, and humor

Please email a resume and cover letter to jobs@excelacademy.org addressed to Rebecca Korb. Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible.

Excel Academy Charter Schools is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex or disability.

