

Director of Finance and Federal Programs

The Lead Academy Director of Finance and Federal Programs reports directly to the Principal of Lead Academy, providing financial leadership and oversight of Lead Academy according to state and federal legislation, agreements with the authorizer, Board policies, and sound financial practices.

Job Functions and Responsibilities:

- Inform and report to the Executive Admin and Board of Directors all fiscal activities of Lead Academy each month.
- Direct and review the financial activities involving the preparation, administration, and control of the annual budget and all special fund budgets.
- Maintain financial records and functional supervision over the financial management of fiscal activities for Lead Academy.
- Working with the Board, formulate and revise financial policies and plans.
- Advise Principal and Board of Directors of the financial, procedural and related implications of programs and proposed changes to laws, rules, policies, and procedures.
- Work with the accounting firm and Board Finance Committee to meet all required Bond requirements and filings.
- Analyze financial and statistical data, identify trends in key liquidity and solvency metrics, ensure adherence to bond covenants, develop long term operating and capital budget projections in accordance with the strategic plan, and make decisions or recommend action in response to or in anticipation of any unforeseen events.
- Prepare and report quarterly and annual financial material and information to the Principal and Board of Directors.
- Provide day to day oversight and management of financial resources of Lead Academy.
- Supervise the major financial functions of Lead Academy, including but not limited to: Budget development and monitoring, Financial Reporting, Accounts Payable, Accounts Receivable, Credit Card Use and Coding, Employee Reimbursements and Payroll, Audit management, Procurement.
- Collaborate with the school's audit firm to coordinate field work, respond to inquiries and schedule submission of all audit requests in order to ensure timely completion of a clean audit.
- Perform all HR functions of Lead Academy including but not limited to: onboarding paperwork for new staff, insurance and other benefit enrollment and changes, background checks, and coordinating open enrollment assistance.
- Oversee all Federal Program functions and budgets including all reporting and management tasks required by district Federal Programs Director.
- Submit all Federal Program plan requirements and reimbursement documentation in Epicenter.
- Maintain Powerschool accuracy in relation to financial codings and labels and complete all required state financial Powerschool reporting.
- Serve as primary contact for current and future construction projects for Lead Academy including attending weekly construction meetings.

Preferred Qualifications:

- Minimum Bachelor's Degree in accounting or finance related field.
- Prior experience with school finance and federal programs
- Candidates will be subject to a criminal background check as well as a creditworthiness screening.
- Familiarity with modified accrual accounting as well as GAAP, GAAS and applicable standards as promulgated by the GASB