Job Announcement: Finance and Administration Manager (Part Time)

About Reach

The Reach Institute for School Leadership is a non-profit graduate school of education, founded in 2004 with credential programs beginning in 2007. The Reach Institute includes four primary programs:

1. An Intern Teacher Credential Program for teachers earning their preliminary credentials through an alternative credentialing pathway;
2. A Teacher Induction Program for teachers earning their clear credentials (with a Master’s in Teaching option);
3. An Instructional Leadership Academy providing intensive training for emerging instructional leaders, leading to administrative credentials and a Master’s in Educational Leadership; and
4. A whole school improvement program to support school leaders in improving instruction in their schools. Partner schools may access a single program or offering, or may implement Reach across the leadership continuum in their schools.

Reach was designed to meet the needs of educators learning complex skills while on-the-job and in challenging environments. Toward this end, Reach has developed the following six integrated and overlapping strategies:

- **Personalized Professional Development:** Each candidate develops and implements an Individualized Learning Plan with the help of peers, experienced leaders, and coaches. The plan is regularly referenced, reflected on, and updated based on evidence of the candidate’s progress.
- **Job Embedded Coaching:** While learning about individual school contexts, experienced coaches support the development of candidates’ practice through questioning, instruction, collaboration, observation, and feedback. Coaching occurs cyclically as a process of building awareness, taking action, analyzing results, and changing attitudes.
- **Integration of Knowledge and Practice:** Reach candidates are supported to apply knowledge gained from research to continually develop skills while immediately impacting and improving their classroom, program, or organization in pursuit of equitable student outcomes. Course instruction is designed utilizing best practices in professional development and adult education.
- **Inquiry Mindset:** The relevant and applied curriculum of Reach courses engages candidates in repeated cycles of inquiry. These cycles take a variety of forms, all of which contribute to the development of an action-research orientation that assists candidates in not only analyzing practice but in making and implementing evidence-based decisions to improve practice.
- **Reflective Communities of Practice:** In order to build classroom and instructional leaders who are committed to and support one another’s growth, candidates meet in cohorts and small inquiry groups and develop the habits of mind to look deeply at their own and each other’s practice, offering feedback and inquiries to help one another identify the obstacles and avenues to great work.

- **Evidence Based Evaluation:** Reach utilizes multiple summative, formative, quantitative, and qualitative measures of student learning, student engagement, teacher practice, leader practice, and school effectiveness as tools for continuous analysis and improvement.

The Reach Institute is in its tenth year of programming and partners with close to 70 schools, districts and agencies in the Bay Area. To date, over 550 teaching and administrative credentials have been earned through Reach programs.

**Overview of the Position**

The Finance and Administration Manager is a 0.5 FTE position that reports directly to the Executive Director. The Finance and Administration Manager will be responsible for the oversight of all finance, accounting and reporting activities, human resources and other administrative duties as necessary.

The Finance and Administration Manager also acts as the primary human resources staff within the Reach Institute and will lead all day-to-day finance operations of a current budget of $2.7 million, including functional responsibility over accounting, accounts payable, accounts receivables, payroll, and human resources. The Finance and Administration Manager will ensure that the Reach Institute for School Leadership has the systems and procedures in place to operate with fiscal soundness and sustainability in mind and conduct flawless audits. The Finance & Administration Manager will work closely with program leaders to educate them regarding finance and accounting procedures but also to explore how the finance function can support program operations and overall sustainability. S/he will partner with the Director of Operations and Student Services to enhance and better integrate finance, HR, and IT functions.

Lastly, this individual will act as the liaison for the Board of Directors’ Finance and Audit Committees respectively. The Finance and Administration Manager will work closely with the Executive Team comprised of the Executive Director, Chief Academic Officer and Director of Operations and Student Services.

**Role & Responsibilities**

**Finance and Accounting Duties**

- Assist in the preparation of the annual budget and corresponding program budgets in coordination with the Executive Team and Program Coordinators
- Manage and maintain the general accounting systems to provide accurate record of assets, liabilities and financial transactions
- Oversee and manage consultant and vendors contracts and billing
- Implement and refine the individual candidate tuition and billing system
- Implement and refine the third party school billing system
- Prepare financial reports to the Executive Director, Board, Programs Teams and external funders as needed
• Assist in the preparations and requests of the annual external audit
• Support the fund development efforts of the Executive Director with financial reports and grant budgets as needed
• Serve as the liaison for the Board of Directors Audit Committee and Finance Committee
• Support with the ongoing application development of the system and policies to ensure readiness for Financial Aid Eligibility.
• Other finance and accounting tasks as necessary

**Human Resources**
• Develop and maintains Reach Institute’s employee handbook based on HR best practices and works to ensure these policies are maintained.
• Oversee the orientation and onboarding process of new staff and faculty members including meetings with different team members, orientation on handbook and setting up of accounts.
• Assist the Executive Team in developing job descriptions, leads on advertising new positions on recruitment platforms and in liaising with job and internship candidates.
• Oversee and implement the various employee benefits programs including but not limited to enrollment, employee education and ongoing monitoring.
• Assist the Executive Team in organizing regular team meetings, mid year performance reviews, annual performance reviews, exit interviews and team-building activities and processes to foster collaboration and employee engagement.
• Support in other HR-related matters as needed.

**Qualifications**

**Required:**

• Five years of experience in the areas of nonprofit accounting, finance, and contracts management in a graduate school of education, institute of higher education, social service or non profit setting
• Experience with human resources, current laws and best practices is required
• Bachelor’s degree in non-profit business administration or equivalent experience
• A successful track-record in setting priorities, keen analytical, critical thinking, organizational and problem-solving skills enabling sound decision-making
• Excellent verbal and written communication and interpersonal skills with an ability to negotiate, collaborate and work with a variety of internal and external stakeholders
• Excellent oral and written communications skills with a range of audiences
• Strong project management experience
• Commitment to excellence and accuracy, with an ability to manage multiple competing priorities simultaneously
• Knowledge and fluency with the Google Suite of products.

**Compensation:**

Reach offers a competitive compensation package. Salary commensurate with experience.
How to Apply

Interested applicants should send a letter of interest and a resume to: jobs@reachinst.org
Please include “Finance and Administration Manager” in the subject line of the email. Please also include your salary expectations in your cover letter. Please no phone calls. Priority Application Deadline: August 27, 2018, open until filled