

# Director of Finance

## Jewish Leadership Academy

Miami, FL

Salary: \$180,000-\$200,000

### The Organization

The Jewish Leadership Academy is a world-class Jewish Middle and High School designed to develop the skills, curiosity, and potential of Miami's most ambitious students for a life of purpose, commitment, and service.

JLA's core commitments are to:

- Challenge inquisitive minds to think critically and creatively in pursuit of the highest academic standards across all disciplines
- Put values into action by embedding leadership training and community service into the heart of the educational program
- Engage the mind and stir the soul to connect with the Jewish past and present, the Jewish People, and the State of Israel through the lens of Modern Orthodoxy

With a state-of-the-art campus in the Pinewood neighborhood of Miami, a rigorous honors-level curriculum, and a highly selective admissions process that is need-blind, JLA is redefining Jewish education.

JLA opened in 2023–2024 with 99 students. By 2026–2027, the school is expected to reach approximately 275 students in grades 6–12, supported by approximately 85 faculty and staff members and an annual operating budget of approximately \$20 million.

### The Position

The Director of Finance serves as the senior financial leader of the Jewish Leadership Academy, reporting directly to the Head of School. This role replaces the prior CFO/COO structure and is designed as a focused, high-impact finance position.

The Director of Finance is responsible for all financial, accounting, purchasing, human resources, payroll, benefits, and risk management functions. Operational and logistical functions are led by the COO.

This is a hands-on role requiring both strategic leadership and day-to-day execution, with the opportunity to build systems, strengthen controls, and shape the financial future of a rapidly growing institution.

### Financial Strategy & Leadership

- Serve as the financial advisor to the Head of School and leadership team
- Develop long-term financial models including enrollment and revenue scenarios
- Present financial updates to leadership, Finance Committee, and Board
- Support strategic planning and institutional sustainability



### Budgeting & Financial Planning

- Lead full annual budget lifecycle
- Develop and manage financial projections and reforecasts
- Partner with department leaders on budget assumptions
- Monitor budget vs. actuals and share insights with department leaders, the Head of School, and the Board

### Accounting & Financial Controls

- Oversee all accounting operations including accounts receivable and accounts payable
- Supervise the bookkeeper
- Own monthly close process and financial reporting
- Ensure balance sheet integrity and reconciliations
- Implement and maintain strong financial controls

### Cash Management

- Oversee cash flow, liquidity, and financial position
- Develop cash forecasting models
- Ensure disciplined spending practices

### Purchasing & Procurement

- Oversee all purchasing processes
- Approve expenditures and ensure alignment with budget
- Manage vendor relationships and terms
- Ensure consistency and transparency across departments

### Human Resources & Payroll

- Supervise HR Manager
- Oversee payroll, benefits, and compensation structures
- Support hiring processes and employment agreements
- Serve as escalation point for HR matters

### Tuition & Financial Interface

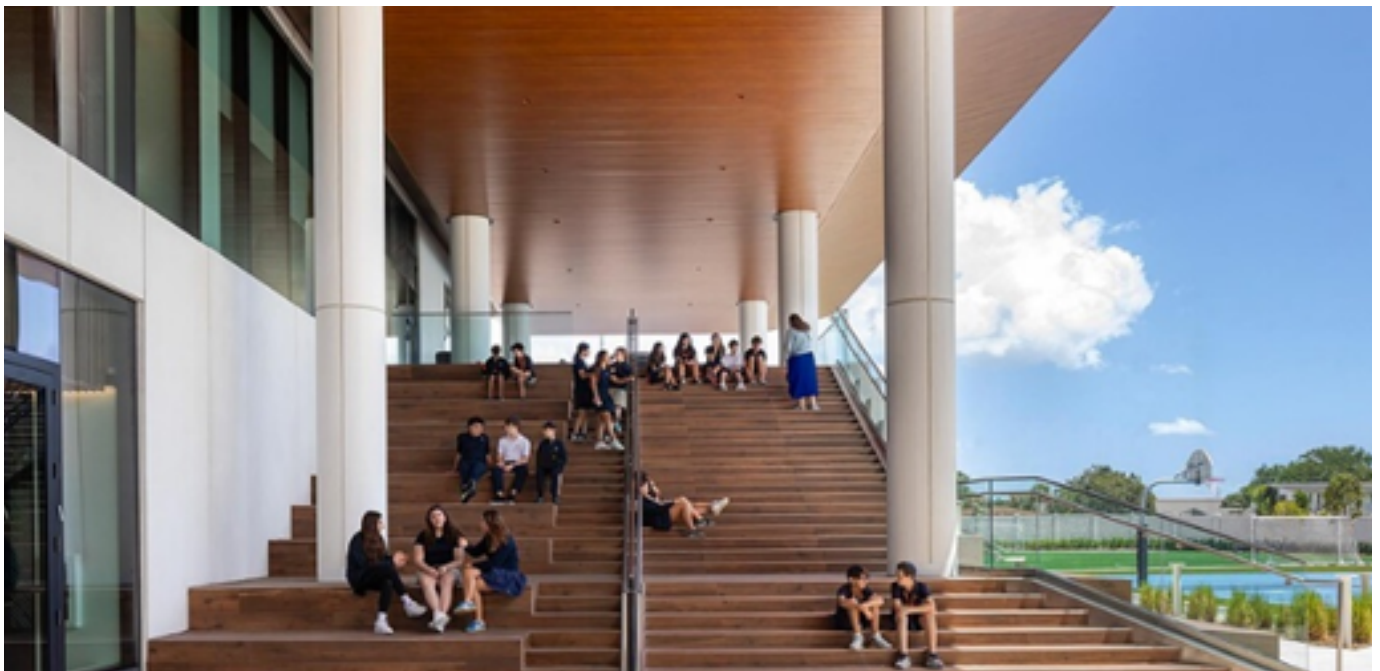
- Oversee tuition billing, collections, and account management
- Serve as point person for non-scholarship financial questions
- Manage financial implications of enrollment changes
- Interface with third-party scholarship organizations (state and private)
- Collaborate with Director of Investor Relations on Indexed Tuition alignment

### Systems & Infrastructure

- Oversee financial systems (accounting, budgeting, tuition platforms)
- Improve integration and reporting visibility
- Build scalable financial infrastructure

### Compliance, Audit & Risk

- Ensure compliance with financial regulations
- Oversee audits and external reporting
- Manage insurance policies and claims
- Support financial reporting for grants and funding



# THE IDEAL CANDIDATE

The ideal candidate for the Director of Finance position possesses the following competencies:

<b>Optimizes Work Processes</b> Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.	<b>Business Insight</b> Applying knowledge of business and the operating environment to advance the organization's goals.	<b>Drives Results</b> Consistently achieving results, even under tough circumstances.
<b>Plans &amp; Aligns</b> Planning and prioritizing work to meet commitments aligned with organizational goals.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	<b>Ensures Accountability</b> Holding self and others accountable to meet commitments.

## Additional Qualifications

- 7–10 years of experience in accounting/finance, with meaningful hands-on ownership of close process and financial reporting
- Strong technical accounting background, CPA strongly preferred
- Demonstrated experience building and improving financial processes and controls
- Comfortable working in a lean environment and operating at both strategic and detailed levels
- High degree of ownership and accountability for the integrity of the financials
- Ability to bring structure and clarity to evolving or imperfect systems
- Strong communication skills, with the ability to translate financials into practical insights

## WHO WE ARE

### Work Environment

This position is fully in-office five days a week.

### Statement of Non-Discrimination

The Jewish Leadership Academy is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, sexual orientation, gender identity, national origin, citizenship status, marital status, religion, disability, or any other protected status in accordance with the requirements of all federal, state, and local laws, subject to applicable religious exemptions. The Jewish Leadership Academy expects employees, regardless of religion or personal beliefs, to uphold the School's deeply held Jewish values and religious convictions. The Jewish Leadership Academy is an Equal Opportunity Employer.

## COMPENSATION AND BENEFITS

### Salary

\$180,000-\$200,000

### Benefits

- Full health, dental, and vision coverage
- 8% retirement match (immediately vested)
- Generous PTO including Jewish and secular holidays and summer time
- Disability, life insurance, and additional benefits

## TIMELINE AND NEXT STEPS

If you are interested in this position, please click [here](#). All applicants will receive an email confirming receipt of their application. We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

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[Submit an application](#)

