



# Director of Finance

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## About Us

Global Village Academy is an innovative charter school where students learn core academic content through language immersion. Language offerings vary by campus: our North - Thornton campus offers Spanish, Mandarin Chinese, and Russian, while our Aurora and Douglas County campuses offer Spanish, Mandarin Chinese, and French. GVA is truly a "global village." Our immersion teachers come from all over the world, each bringing their unique culture and language into the classroom. United by a common core, students are challenged to become world class thinkers, capable of engaging ideas using multiple languages and cross-cultural perspectives, through an internationally benchmarked curriculum spanning each language village.

## Mission

Global Village Academy Collaborative serves as the central service provider and partner organization for its multilingual immersion schools so that all Global Village Academies cultivate academic excellence, high levels of linguistic proficiency, and cultural competence. We achieve this by responsibly maximizing the potential of our learning communities and unifying sustainable instructional and business practices.

## Location

This position is primarily remote, but candidates must be available to attend periodic in-person meetings and events as needed. We offer a supportive and flexible work environment that blends the convenience of remote work with opportunities for on-site collaboration.

**Job Type:** Full Time - Exempt

**Annual Salary Range:** \$90,000 - \$140,000

## Job Summary

The Director of Finance is a key member of the Global Village Academy Collaborative (GVAC) leadership team, responsible for overseeing all financial operations across a 275+ employee, multi-campus, multi-authorizer organization. This role combines strategic financial leadership with hands-on operational oversight to ensure fiscal integrity, compliance, and long-term sustainability.

Reporting to the Executive Director, the Director of Finance partners closely with school leaders and cross-functional teams to support organizational goals, drive continuous improvement, and foster a culture of financial accountability and excellence. The position directly supervises the Accountant(s) and serves as the primary financial advisor to leadership and multiple school boards.

## **Essential Duties and Responsibilities**

### **Financial Leadership & Strategy**

- Lead the development, management, and monitoring of organizational budgets, including general and special funds.
- Provide financial analysis, forecasting, and long-range planning to support strategic decision-making.
- Present financial reports, forecasts, and recommendations to the Executive Director and Board of Directors.
- Ensure effective stewardship of financial resources aligned with organizational priorities.

### **Financial Operations & Compliance**

- Oversee all day-to-day financial operations, including payroll, accounts payable/receivable, bank reconciliations, benefits reconciliation, and grant tracking.
- Ensure compliance with Colorado Educational Accounting Standards, GAAP/GASB principles, and applicable state and federal regulations.
- Maintain accurate financial records, account structures, and reporting systems in accordance with regulatory requirements.
- Prepare monthly financial statements, cash flow analyses, and balance sheet reconciliations.
- Monitor fund balances and expenditures to ensure adherence to approved budgets.

### **Accounting & Reporting**

- Implement and maintain financial reporting procedures to ensure accuracy, transparency, and timeliness.
- Research and resolve financial discrepancies and ensure proper documentation.
- Oversee and support audit processes and required financial filings.
- Advise on payroll-related tax compliance, including considerations for foreign-national employees.

### **Team Leadership & Collaboration**

- Supervise and support the Accountant(s), providing guidance, training, and performance management.
- Collaborate with school leaders and departments to support financial literacy and

budget management.

- Build strong cross-functional relationships to ensure alignment and effective communication.

### **Facilities Support (as applicable)**

- Partner with leadership on financial aspects of facilities, including capital planning, construction, and potential bond initiatives.

### **Other Duties**

- Perform additional duties as assigned to support organizational success.

### **Qualifications**

#### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or related field required.
- Minimum of 5 years of accounting or finance experience, preferably within a K-12 or public sector environment.
- Experience with school finance systems, including Specialized Data Systems (SDS), preferred.

#### **Knowledge, Skills, and Abilities**

- Strong knowledge of GAAP and GASB standards, budgeting, and financial management practices.
- Familiarity with Colorado school finance regulations and standardized accounting structures.
- Proficiency in financial systems and advanced Excel skills.
- Experience with payroll systems (e.g., iSolved) preferred.
- Demonstrated ability to manage multiple priorities, meet deadlines, and adapt in a dynamic environment.
- Strong analytical, problem-solving, and organizational skills.
- Excellent written and verbal communication skills, including the ability to present financial information to non-financial stakeholders.
- High level of professionalism, discretion, and attention to detail.

Please note this description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. Duties, responsibilities and activities may change at any time with or without notice. Regular attendance is required for this position.

Global Village Academy shall not discriminate in its employment or hiring practices on the basis of race, color, sex, age, religion, creed, citizenship, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity or expression, disability, or any other characteristic prohibited by law. GVA is committed to cultural

diversity among school personnel as a means of enriching the educational experience. GVA shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**Relocation not provided for this position.**