

## **Director of Business Operations —The New School**

### **(Full Time Position)**

The New School (TNS), an independent four-year high school in Atlanta, offers an innovative curriculum which blends traditional academic study and community engaged learning, creating opportunities for students to do real-world work that takes them beyond the classroom. TNS takes a blended approach combining multiple experiential learning opportunities with a rigorous college prep program to equip students with the competencies they'll need to thrive in the workplace, higher education, and their personal lives after high school. TNS students apply their classroom learning in the city through major interdisciplinary projects, an entrepreneurship program, and internships, and in the process develop portfolios of exceptional work and experiences. The New School is a pioneer of the Community Engaged Learning (CEL) model and has developed a network of 100+ community partners in Atlanta and beyond. To learn more, please visit [www.tnsatlanta.org](http://www.tnsatlanta.org).

The New School is starting an expansion phase starting in 2020 from 80 students over grades 9-12 to around 120-150 students, a growth phase that will take four years to complete. This is a unique opportunity to join a team of passionate educational innovators at an exciting stage in the development of a school at the cutting edge of project-based and community-engaged learning. To learn more, please visit [www.tnsatlanta.org](http://www.tnsatlanta.org).

### **Job Summary/Position Overview:**

The Operations Director serves on the school's leadership team and is responsible for all financial, HR and operations functions in the school including billing, accounts payable, personnel and office administration. Developing and maintaining an organized system to meet time sensitive deadlines is a top priority, as is maintaining a safe environment for faculty and students, which requires the Business Operations Director to oversee the physical plant needs of the school. The Operations Director is responsible for fielding phone calls from parents and others.

### **Success in this role is measured by:**

- Accurately meeting time sensitive deadlines for billing and collections, payroll, and accounts payable
- Timely and accurate monthly financial reporting for the Head of School and Board members
- Streamlined hiring and onboarding process as well as contract renewals for all faculty and staff
- Detailed attention to operational needs (supplies, repairs, preventative maintenance)

### **Key Duties and Responsibilities**

- Maintain accurate information in the school's billing system. Manage A/R actively.
- Process accounts payable according to the school's standards, including managing expenditures to the budget through the use of spend down reports as needed
- Process payroll and maintain employee files according to the school's standards
- Oversee and provide leadership for hiring and orientation process for all faculty and staff
- Manage supply ordering, transportation logistics and physical plant needs
- Understand the school's regulatory requirements and maintain compliance with local, state and federal standards that impact the business office and HR functions
- Maintain excellent communication with fellow staff, students and parents

**Minimum Qualifications**

- Bachelor's degree
- At least two years' experience in operations/financial roles.
- Excellent communication and organizations skills. Proficient in Google Suites, Excel, Word, and e-mail.
- Proven ability to work unsupervised and to prioritize and manage multiple assignments.

To apply or learn more, please send a resume and cover letter to [careers@tnsatlanta.org](mailto:careers@tnsatlanta.org).