

Carolina Friends School

Accounting Manager

*an independent Quaker day school serving a community of 500 students
ages 3 to 18 in the greater Triangle area*

www.cfsnc.org

THE OPPORTUNITY

Carolina Friends School (CFS) seeks a full-time Accounting Manager to join a community committed to Quaker values and pedagogy. As a key team member of the Business Office, the person in this position will be responsible for the day-to-day management of the accounting operations, implementation of fiscal policies and procedures, and maintaining a strong internal control environment. He/she will also assist the Director of Finance and Human Resources in financial analysis and reporting, budgeting, and risk management. The Accounting Manager will report to the Director of Finance and Human Resources and will work closely with the Business Office staff, which includes the Accounting Technician and the Human Resources Representative, in addition to other CFS colleagues and parents.

CFS Mission Statement:

Carolina Friends School is a vibrant and inclusive learning community empowering students to think critically, creatively, and independently. We foster active exploration and quiet reflection, individual endeavor and collaborative engagement. Inspired by Quaker values – pursuit of truth, respect for all, peaceful resolution of conflict, simplicity, the call to service – we teach our children that it is possible to change the world.

Position begins: on or before May 15, 2017

THE POSITION

The Accounting Manager will:

- Provide mission-based leadership to support the business operations at CFS, integrating the School's principles into business practices.
- Manage the accounting operations of the School, including general ledger, student billing/accounts

receivable, accounts payable, payroll, fixed assets, and other related accounting functions.

- Maintain responsibility for development (as necessary) and documentation of accounting policy and procedures. Ensure compliance with accounting policy and procedures.
- Monitor the annual operating budget and actual results compared to budget throughout the year. Support to budget managers with allocation of resources as needed.
- Coordinate with the Development office to ensure all gifts and pledges are accurately accounted for.
- Prepare various financial analyses for management.
- Plan, coordinate, and oversee the annual financial audits and tax filings.
- Prepare all periodic surveys and compliance reports for various school industry organizations as well as other internal and external requests.
- Provide leadership and guidance to the Accounting Staff.
- Perform other duties as assigned by the Director of Finance and Human Resources.

TRAITS AND REQUIREMENTS

Experience and Skills Required

- Degree in accounting or finance from an accredited college or university
- Relevant experience of at least five years, preferably in an educational setting
- Experience in supervisory role(s)
- Proficiency with accounting software, preferably Blackbaud
- Exceptional written and oral communication skills with ability to effectively communicate accounting, financial and service issues that can be complex in nature with colleagues and/or school parents
- Strong customer service, interpersonal communication and team-building skills
- Understanding of relevant accounting principles and standards with commitment to continuing education to ensure adherence to current accounting standards.



Successful candidates must

- Desire to be a part of a collaborative team committed to supporting Quaker education.
- Work effectively in both group and independent settings.
- Meet varied demands with integrity, enthusiasm, creativity, flexibility, and attention to detail.
- Adhere to strictest levels of confidentiality in all work related to payroll, personnel information, student account balance information, and collection issues.
- Have an understanding of and affinity for Quaker philosophy and the School's mission.
- Understand how power and inequality, influenced by factors such as race, class, gender, sexuality, and learning and physical disabilities, impact our students, families and colleagues.

Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.

THE SCHOOL

Overview

Carolina Friends occupies a main campus of 126 wooded acres, with a stream and nature trails, fifteen minutes from Durham, Chapel Hill, and Hillsborough. Facilities include 14 classroom buildings—libraries, science and computer laboratories, art and music studios, a performing arts center, two athletic buildings, and a meeting hall—plus playgrounds, baseball and soccer/ultimate Frisbee fields, and tennis courts.

CFS includes three Early Schools for three- to six-year-olds (one on the main campus, one in Durham near Duke University, and one in Chapel Hill near UNC), a Lower School (equivalent to grades 1-4), a Middle School (equivalent to grades 5-8), and an Upper School (grades 9-12).

Tuition for 2015-2016 ranges from \$10,930 to \$19,700 per year for Early School (depending on length of school day); \$16,380 for Lower School; \$17,860 for Middle School; and \$19,010 for Upper School.

Different By Design

Carolina Friends School was founded in 1962 by members of the Religious Society of Friends (Quakers) in Chapel Hill and Durham. The School's Board of Trustees still includes members from the Chapel Hill and Durham Friends Meetings.

CFS, from its opening in 1964, was one of the first schools in the South to pursue a deliberate policy of racial integration. It continues to be a welcoming community, drawing LGBT families, international families, and families of varied faith or no faith tradition.



At a Glance

Founded: 1962

(by members of the Religious Society of Friends—Quakers)

Opened: 1964

Grades: Pre-K – 12

Total Enrollment: 506

Early Schools: 67

Lower School: 118

Middle School: 149

Upper School: 172

Ethnic/Racial Diversity: 24%

Students Receiving Aid: 26%

Total Aid Given: \$990,000

Total Staff: approximately 100

Average Staff Tenure: 20 years

Staff with Advanced Degree: 55%

Student/Staff Ratio: 9:1

Annual Budget: \$10.1 million

Endowment: \$11 million

Annual Fund: \$385,000

Accreditation: Southern Association of Independent Schools, Southern Association of Colleges and Schools

Memberships: Friends Council on Education; North Carolina, Southern, and National Associations of Independent Schools; North Carolina Independent Schools Athletic Association; Southern and National Associations of College Admission Counseling; Independent Curriculum Group

At Carolina Friends, students encounter open-ended questions, undertake original projects of real relevance, explore the natural world, and immerse themselves in service learning. In doing so, they build impressive powers of critical, creative, and independent thinking and expression. It is an exceptional education shaped by a clear set of beliefs: a commitment to Quaker values, a love of children, and a sense of hope for the communities, local and global, they will soon lead and serve.

A collegial staff (how we refer to teachers and all others employed by the School) is central to the School's vitality. These talented individuals share a strong work ethic and sincere commitment to the mission. They have developed a challenging academic program within the framework of progressive and Friends education. The CFS professional community is notable for its collaboration, its diversity, its openness to new ideas, and its respect for individuality. They have created a curriculum that is "narrow and deep," giving students the time and space for reflection and growth.

Philosophy

Our philosophy informs all that we do. Through its lens we strive to create the conditions that nurture lifelong learning, leadership, and service. The design and implementation of our program reflect our best efforts to cultivate in students a deepened understanding of themselves and the world in which they live, enabling them to recognize that even one person can make a difference in it.

At CFS we believe that curriculum at its best:

- builds on the primacy and the integrity of relationships
- addresses the "whole child," with attention to developmentally appropriate cognitive, creative, social, emotional, spiritual, and physical needs and opportunities
- recognizes and nurtures a variety of modes of learning within a rich academic context
- encourages active engagement in a process of exploration that develops skills, values, and confidence
- emphasizes connections between disciplines, fields of study, and units
- empowers students gradually to make choices related to their own learning, to experiment, and to develop more fully the habits and skills necessary for lifelong learning
- reflects, even highlights, the diversity of our society and our global community
- incorporates service into the daily experience of students
- affords opportunities for quiet reflection, individually and collectively, and for responsible stewardship
- integrates the deliberate interaction with the natural environment which our setting provides into the academic program
- includes assessment and feedback mechanisms that are specific, detailed, varied, individualized, and authentic explanations of our expectations for our students
- is dynamic and is continually reviewed, a direct reflection of



our dynamic student body and ever-evolving experience with them.

WORKING AT CFS

Who We Are

CFS staff members demonstrate an understanding of and strong commitment to Quaker faith and practice and the School's mission, a desire for continuous professional growth, and the ability to work with integrity, energy, courage, creativity, resilience, flexibility, and a sense of humor. State teacher certification or licensure is not required for employment.

Our staff hail from England, Ireland, Liberia, and throughout the United States. They have an average of 20 years of teaching experience, and their tenure at CFS ranges from a matter of months to 45 years! Over half have earned advanced degrees.

We actively seek a staff community that reflects diversity of race, ethnicity, family structure, sexual orientation, gender, gender identity, physical ability, religious affiliation, and socioeconomic background. You can read more about our history as a racially integrated school and our ongoing commitment to being a representative and welcoming community at www.cfsnc.org/inclusivity.

To get a sense of the depth and breadth of staff members' experience and expertise, please visit the staff biographies, grouped by unit and linked from www.cfsnc.org/staff.

Salary and Benefits

Thanks to endowment funds raised in the 2005-2008 *Next Step Campaign*, Carolina Friends School can maintain a strong commitment to competitive salary and benefits*, including the following (as of Fall 2016):

- Medical plan coverage (100% of employee-only premium paid by CFS) - includes 2 plan options
- Medical plan waiver credit - for those who opt out of CFS medical coverage (stipend is taxable income)
- "MERP" health reimbursement account to reimburse the employee share of medical plan deductible
- Flexible Spending Account (for qualifying medical and dependent care expenses)
- Dental and vision plan coverages (employee paid, with reasonable pre-tax premiums)
- Generous paid-time off (winter break, spring break, holidays, and accrued leave)
- Life and Accidental Death and Dismemberment insurance (CFS paid)
- Short-Term and Long-Term Disability insurance (CFS paid)
- TIAA-CREF 403(b) Retirement Plan with available CFS-paid matching contribution based on tenure
- Employee Assistance Program (counseling support for personal concerns)
- Tuition remission for up to two staff children (based on tenure)
- Credit union membership opportunity
- Use of on-campus athletic facilities
- Extensive opportunities for professional development



*Benefits eligibility based on percentage of full-time hours worked.

Professional Growth

Carolina Friends has been able to increase its professional development resources in recent years. Staff members have support to participate in a host of conferences and workshops, including those offered by:

- the National Business Officers Association (NBOA)
- the Friends Council on Education (FCE)
- the North Carolina Association of Independent Schools (NCAIS)
- the Southern Association of Independent Schools (SAIS)
- the National Association of Independent Schools (NAIS)

Since 2006, the Professional And Community Enrichment (PACE) program has financially supported staff members to travel to China, Costa Rica, India and Nepal, Kenya, Mongolia, the Middle East, the Netherlands, New Zealand, Scotland, Wales, and other destinations.

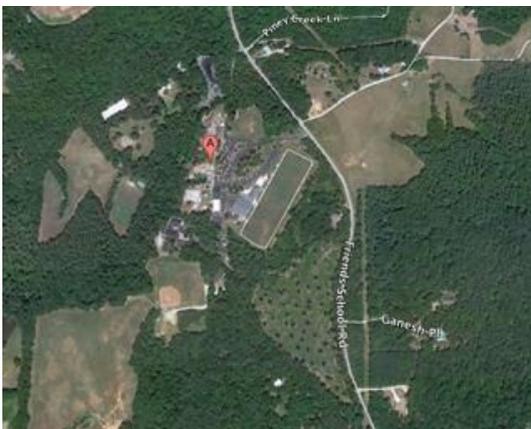


A Personal Perspective

Here's what staff members have said about working at Carolina Friends:

- *I have a lot of reasons I'm thankful working at Friends School, perhaps first among them my dedicated, talented, passionate, committed colleagues and friends.* ~ Middle School teacher
- *I love this School...the perfect learning environment for my kids.* ~ Development staff member
- *This place helped me raise two children and myself. I am looking forward to it helping us raise my grandchildren.* ~ Building and Grounds staffer, here since the 1970s
- *I am grateful that I found this school 23 years ago! It's an honor to be here.* ~ Lower School teacher
- *This is a place that nurtures good students and good educators as well as good people. I love that my own children are being educated here by my smart, hardworking colleagues and shaped by Quaker values.* ~ Center staff member

LIVING IN THE TRIANGLE



Consistently ranked by regional and national media as one of the top places to live and do business in the United States, Durham is not only a place where great things happen, but also an open and welcoming place to call home. Durham residents are accepting, culturally diverse, community-spirited, and passionate.

Carolina Friends School is nestled on 126 acres of woodlands and pastureland [at left] minutes from the heart of Durham (population 262,715), as well as Carrboro, Cary, Chapel Hill, Hillsborough, and the state capital of Raleigh.

The Triangle offers appealing and affordable lifestyles amid beautiful surroundings in North Carolina's rolling Piedmont, two to three hours from the mountains and

from the coast. Stunning outdoor recreational areas (including the many trails of the Duke Forest), state parks, and lakes and are just minutes away from campus. Many CFS parents work at entrepreneurial endeavors, Research Triangle Park companies, or local institutions of higher education.

- The area is a hub for entrepreneurship, nurtured by the Council for Entrepreneurial Development (CED), led by a CFS alum parent; university entrepreneurship education programs; and startup incubators such as the American Underground and Bull City Forward.
- The 7,000-acre, Durham-based Research Triangle Park (RTP), the largest research park in the country, includes more than 170 major research companies—Cisco, GSK, IBM, Syngenta, and others—in fields such as informatics, nanoscale technologies, and pharmaceuticals.
- The Triangle is also home to a diverse array of four-year colleges and universities, including Duke, Meredith, North Carolina Central, North Carolina State, Saint Augustine's, Shaw, the University of North Carolina-Chapel Hill, and William Peace, as well as strong two-year institutions, such as Durham Technical Community College.

The Triangle also offers:

- outstanding museums, such as the Marbles Kids Museum, the Museum of Life and Science, the Nasher Museum of Art, the North Carolina Museum of Art, the North Carolina Museum of History, and the North Carolina Museum of Natural Sciences
- professional ballet, symphony, theatre, and opera
- a vibrant music scene, from local acts to national tours, in venues from the historic 1926 Carolina Theatre to the gleaming Durham Performing Arts Center (DPAC) and the Duke Energy Center for the Performing Arts
- great restaurants and farmers markets (*Bon Appétit* and the *New York Times* among others have called Durham a "foodie town")
- numerous sports activities and teams, at the collegiate and professional levels (including the Stanley Cup-winning Carolina Hurricanes hockey franchise, the Triple-A Durham Bulls baseball team, and the Carolina RailHawks men's soccer team)
- excellent medical and health care (Durham is known as the *City of Medicine*)



Learn more about life in the Bull City, from fun activities to good eats, from one CFS staff member's personal guide at www.cfsnc.org/Durham.

APPLYING

Interested candidates should submit to jobopenings@cfsnc.org, when possible in one complete PDF file, the following:

- cover letter/statement of interest addressed to the Accounting Manager Search Committee
- resume
- three relatively recent letters of reference speaking to the candidate's ability to perform the duties of the CFS Accounting Manager (as detailed in this position announcement). Candidates sending a letter a reference are asked to merge the letter into the PDF file containing the other components of the application. Letters of reference may be sent under separate cover to jobopenings@cfsnc.org directly from references.

DEADLINE: March 24, 2017. Review of applications will begin immediately. CFS reserves the right to close the recruitment at any time; candidates are encouraged to apply as soon as all materials can be compiled and submitted.

APPLICANTS: Please review the *Who We Are*, *Commitment to Diversity and Inclusivity*, and *Important Information for All Applicants* sections on the CFS jobs page.

Carolina Friends School actively strives to be a community of staff, students, and families of diverse backgrounds. CFS does not discriminate based on age, race, color, gender, gender identity, sexual orientation, religion, disability, socioeconomic background, family structure, national or ethnic origin, genetic information, or military service in the administration of its policies and programs. Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.

CFS is an equal opportunity employer in both policy and practice.

