

New Heights

JOB TITLE: Director of Finance

REPORTS TO: Chief Operating Officer

SALARY: Starting at \$88,000, based on experience; 12-month position

LOCATION: Fort Worth, TX

COMPANY:

Established in 2023, New Heights is an authorized public high school for people ages 18-50, created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole-person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them with an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The Director of Finance serves as a key leader within New Heights, responsible for the strategic planning, management, and oversight of financial operations. This role ensures fiscal integrity by developing and administering the annual budget, conducting financial forecasting, managing accounting systems, and ensuring compliance with local, state, and federal regulations, including Texas Education Agency (TEA) requirements. The DOF works in close partnership with back-office service provider Charter School Success (CSS), which provides outsourced financial, payroll, and back-office services and retains full ownership of financial oversight, decision-making, internal alignment, and board reporting.

The Director of Finance provides leadership in maintaining transparent and accurate financial reporting, safeguarding district assets, and supporting data-driven decision-making. This position collaborates closely with district and campus leadership to align financial practices with instructional priorities and organizational goals. Additionally, the Director oversees payroll, accounts payable and receivable, auditing processes, board reporting, forecasting and analysis and financial compliance, while ensuring adherence to the *Financial Accountability System Resource Guide* (FASRG) and other applicable laws.

Through effective management of financial resources, the Director of Finance plays a critical role in sustaining the district's financial health to support student success and ensure accuracy, transparency, compliance, and strong financial performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Advise the Superintendent/CEO and Board on financial strategy, sustainability and risk
2. Ensure all financial data is prepared accurately and distributed to the CEO, Superintendent, and Board within 10 days of the month.
3. Review and prepare the school board reporting package.
4. Responsible for New Heights district and campus budget preparation in collaboration with Principals and Campus Managers.
5. Maintain New Heights accounting information data in Ascender and/or other state and district reporting platforms.
6. Responsible for New Heights monthly forecasting.
7. Ensure balance sheet accounts are reconciled monthly.
8. Review budget-to-actual reports and provide variance analysis and recommendations
9. Prepare and review state funding reports, including PEIMS, FSP, and Charter FIRST.
10. Assist in establishing accounting policies and procedures.
11. Maintain a comprehensive financial reporting filing system.
12. Responsible for the review of the appropriate payment of employee tax, retirement, and other amounts withheld.
13. Ensure all payroll taxes, W-2s, and 1099s are filed and paid on time.
14. Provide leadership and guidance to staff, and encourage their professional development by offering opportunities for continuing education and cross-training.
15. Conduct internal & financial support service audits.
16. Exhibit maturity of practice consistent with being a leader within the organization.

Data, Documentation & Continuous Improvement

1. Utilize and provide data to the New Heights Data Dashboard and Student Information Systems to use data to drive decisions and improve campus systems and outcomes.
2. Oversee and ensure compliance with school policy and procedures, including:
 - a. Procurement and vendor relations
 - b. Employee and attendance reporting, including hourly timesheets
 - c. Monitor daily purchases and provide supportive intervention systems for campus and team budgeting and responsible spending.
3. Collaborate with Campus managers and the Executive Assistant to address purchasing overspending and/or barriers.
4. Conduct regular budget walkthroughs, focusing on:
 - a. Clear, meaningful purchasing policies
 - b. Staff engagement and compliance
5. Support Campus Managers and Principals in establishing strong purchasing and budgeting routines and systems.
6. Plan and deliver professional development opportunities to campus leaders and staff, as needed.
7. Ensure financial consistency across campuses.

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Other Duties and Responsibilities

1. Maintain consistent and reliable leadership presence across both campuses.
2. Participate in staff meetings, PD, and campus planning sessions.
3. Support implementation of campus initiatives and strategic priorities.
4. Perform other duties as assigned by the CEO and Superintendent.

SUPERVISORY RESPONSIBILITY:

This position currently does not hold any supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required; Master's degree (e.g., MBA or MAcc) preferred.
- An active Certified Public Accountant (CPA) license is strongly preferred.
- 5–7+ years of progressively responsible experience in financial management, accounting, or auditing.
- Prior experience in public education finance, preferably in a Texas public school district or charter school environment.
- Strong knowledge of governmental accounting standards (e.g., Governmental Accounting Standards Board (GASB)) and fund accounting.
- Experience managing financial audits, including preparation of schedules, internal controls, and auditor coordination.
- Demonstrated experience with budgeting, forecasting, and financial analysis in a complex, multi-funding environment.
- Familiarity with requirements and reporting associated with the Texas Education Agency (TEA), including financial compliance and state funding structures (e.g., ADA-based funding).
- Experience managing federal and state grants, including compliance with allowable use and reporting requirements (e.g., Title funds).
- Experience overseeing payroll processes and understanding of applicable federal and state employment regulations.
- Strong proficiency in financial systems, accounting software, and spreadsheet tools (advanced Excel skills preferred).
- Demonstrated ability to establish and maintain internal controls and financial procedures that ensure accuracy, transparency, and compliance.
- Strong analytical, organizational, and problem-solving skills, with high attention to detail.
- Ability to communicate complex financial information clearly to non-financial stakeholders, including school leadership and board members.

PREFERRED QUALIFICATIONS:

- Master's degree (e.g., MBA or MAcc)
- Experience with Ascender and student data systems.
- Experience with TEA accounting and regulatory procedures

BENEFITS:

- Teacher Retirement System of Texas
- Generous School Calendar with Annual Paid Time Off and Multiple Weeks of State and Federal Holidays and School Breaks
- Comprehensive Health Benefits

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- FSA
- Life Insurance
- Professional Development Stipends
- Elective 401k plan

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 12-month position.

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$88,000.00/year

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school, and post-offer background check and fingerprinting are required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodation.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date