Southern Teachers is assisting The Winston School San Antonio in its search for a Director of Finance and Operations (DFO). Reporting to the Head of School and serving as the operational leader, the DFO is responsible for the overall management and administration of the school’s finances.

The Director of Finance and Operations duties are many, including budget development, audits, financial planning and reporting, accounts receivable and payable, long-term forecasting, grant reporting, state and federal compliance, banking, and vendor relationships. Operational duties include managing and executing, in collaboration with the Director of Facilities, the ten-year capital improvement plan, sharing with appropriate stakeholders upcoming plans and decisions related to facilities, overseeing school-owned transportation, and ensuring the effective management of the school store, facility rentals, food service, and other auxiliary enterprises. In addition to supervising the work of the bookkeeper, the DFO manages the school’s budget, provides monthly expenditure reports to budget owners, assists the Head of School with decisions regarding employee salaries and benefits, and keeps the Board’s Finance and Executive Committees informed of the school’s financial position. He or she also represents the school at various regional, state, and national associations relative to the role of the Director of Finance and Operations.

Candidates must hold degrees—preferably, advanced degrees—in finance, accounting, or business management or have equivalent experience in a related field. They should have a minimum of seven years of proven operations management experience at a senior level, preferably in a school setting. The DFO will develop systems and processes that improve functionality and be skilled at budgeting and financial management, contract and grant oversight, and audit procedures. In addition to being extremely organized and able to prepare concise and focused reports, the DFO must be an excellent communicator who will effectively support and promote the school’s mission.

The Winston School San Antonio provides personalized college preparatory education to students in grades kindergarten through twelve with high potential and identified learning differences. Founded in 1985, the school serves approximately 160 students on a 15-acre campus.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins as soon as feasible.