Signature School, a 9-12 public charter high school named the # 1 Best High School in Indiana and the #2 Best Charter nationwide by US News & World Report, and #1 in the country on the Jay Mathews (of the Washington Post) Challenge Index list is searching for a Finance Director to join the school’s leadership team.

This position will work closely with the school’s Executive Director and Board and will lead efforts to plan, organize, prepare, and direct the financial functions of the school. The Finance Director will also participate in the planning and implementation of financial policies and programs for the school and the Signature School Foundation Board.

The essential duties and responsibilities of this role include the following:

* Administer the financial activities involving the preparation, administration, and control of the annual budget and all special-fund budgets as approved by the Board.
* Maintain all financial records in accordance with the Indiana State Board of Accounts rules and the School Board needs.  Assure annual audit required by State is completed by September 30th each year.
* Prepare annual budget in conjunction with the Executive Director
* Prepare monthly financial statements with comparison to budget and prior year
* Manage and prepare reports required by IDOE, regulatory agencies, and special requests of individuals.
* Maintain an efficient cash flow by borrowing, investing, and distributing funds in accordance with Board guidelines.
* Prepare accurate and timely payroll ensuring compliance with all applicable tax and labor laws.  Manage employee benefits programs in compliance with plan documents.
* Perform all Human Resources functions including insurance, contracts, hires, retirement benefits, etc.
* Procure and manage all necessary insurance coverages, including property, liability insurance and workers’ compensation.

Ideal candidates will have a minimum of a Bachelor’s degree in Accounting with work experience of at least three years, and be able to manage multiple tasks in an interruptive work environment.   Candidates must be bondable and must maintain strict confidentiality.

Compensation includes a competitive salary commensurate with experience and a comprehensive benefits package including pension and a flexible work schedule.

If you are interested in this position, please contact Jean Hitchcock at **jean.hitchcock@signature.edu** or send letter to Signature School, 610 Main Street, Evansville, IN 47708.