



## JOB DESCRIPTION DIRECTOR OF FINANCE

### Position:

Director of Finance

### Reports to:

School Director

### Basic Function of Position:

The Director of Finance works in collaboration with the School Director and Board of Trustees to ensure sound financial management principles, practices, and procedures within the Rabat American School. The Director of Finance oversees the school's budgeting process, compiles accurate and timely financial reports, and ensures compliance with GAAP accounting standards, Moroccan and US Fiscal law, and other standards as required by funders.

The Director of Finance collaborates with the administrative staff, Board Treasurer, and external accountants. The Director of Finance oversees the staffing and management of the business office and ensures sound financial management and fiscal compliance of the Association.

### Candidate Requirements:

- University Degree in a Related Field (Finance or Accounting).
- 10+ years previous experience in financial management of a non-profit or educational institution.
- Excellent written and oral communication skills in English, as well as French and/or Arabic (ideally both).
- Strong understanding of US GAAP and Moroccan Accounting.
- Familiarity with Moroccan Fiscal law, including reporting requirements and Moroccan association law.
- Strong negotiation skills and experience with contract negotiations are required for this position.
- Problem solving skills and persistence.
- Exceptional attention to detail.
- Ability to work well in a team and to work cross functionally with other teams.
- Determination, commitment, and willingness to work long hours when needed.

### Compensation:

Compensation commensurate with experience and performance based.



## JOB DESCRIPTION DIRECTOR OF FINANCE (CONT.)

Responsibilities include:

- **Strategic Financial Management**
  - Development and administration of the school budget and long-term financial plan, including the creation of operational and capital budgets, budget monitoring, and monitoring of the cash flow of the organization.
  - Analysis and monitoring of key financial ratios and implementation of appropriate capital investment and long-term financial strategies.
  - Provide timely and meaningful financial information to school leadership (including the school Director and Board of Trustees) to ensure the financial sustainability of the school.
  - Support the school's development strategy, including revenue diversification strategies, and support for grant applications/grant management.
- **Financial Reporting and Compliance**
  - Ensure accurate and timely financial reporting, including monthly financial statements, cash flow projections, donor grant reporting, and responses to specific inquiries from school administration and the Board of Trustees.
  - Ensure compliance with all Moroccan and American association laws, labor laws, and fiscal laws/reporting requirements.
  - Ensure compliance with the financial policies of the school, including recommending revisions and updates to these policies on a timely basis.
  - Maintain relationships with key Moroccan authorities related to the school's business operations.
  - Manage the relationship with the school's external auditor and oversee the annual external audit process and implementation of auditor recommendations.
- **Business Office Management**
  - Management of the school's business office, including the hiring and supervision of staff and recommendations for the structure and roles in the office.
  - Streamline and improve the quality of the financial operations of the school, including the accounting systems, vendor management systems, invoicing systems, and financial HR processes.
  - Recommend and implement appropriate accounting software, ERP, and/or other software to facilitate the reporting and operational requirements of the business office.



## JOB DESCRIPTION DIRECTOR OF FINANCE (CONT.)

Responsibilities include:

- **Business Office Management (cont.)**
  - Monitor the level of customer service provided by the business office to internal and external customers (staff, parents, embassies, etc.) and continuously strive to improve the quality of service provided to these stakeholders.
- **Accounting Systems and Financial Process Oversight**
  - Provide management oversight of the school's financial and accounting systems, including the maintenance of the chart of accounts, maintenance of accounting software, monthly reconciliation of bank accounts, monthly and quarterly accounting adjustments (depreciation, accruals, pre-paid, unearned revenue, release of restricted funds, etc.), and annual account closing.
  - Oversee payroll and HR compliance, including onboarding of new employees, oversight of Moroccan CNSS, ongoing filing of payroll tax reports, and oversight of withholding tax compliance.
  - Ensure appropriate internal controls and separation of duties and monitor the effectiveness of these controls on a periodic basis.
- **Vendor and Contract Management**
  - Provide oversight of vendor management and contracting, including the review of bids, redaction and review of contracts, and contract management.
  - Oversee accounts payable and cash disbursements, including vendor payments, employee reimbursements, check preparation, and petty cash management.
  - Maintain a database of potential suppliers and existing vendors to ensure that the school can quickly and efficiently procure services at the most competitive rates.
- **Accounts Receivable and Revenue Management**
  - Oversee the process of tuition invoicing and collection.
  - Support the Board of Trustees with the process of determining tuition and fees on an annual basis.
  - Analyze the impact of different revenue models and the impact of external economic factors on the school's revenue and fee structure.
  - Assist with donor management tasks, including grant reporting, budgeting for grant proposals, and communication with donors about financial aspects of grants.



## JOB DESCRIPTION DIRECTOR OF FINANCE (CONT.)

If interested, please send your Resume and Cover Letter to [staffing@ras.ma](mailto:staffing@ras.ma) with the subject line: "Director of Finance"

### **Deadline to Apply:**

April 14th, 2023