



Director of Finance, Kohelet Yeshiva | Merion Station, PA

Position Summary

Kohelet Yeshiva, a warm and embracing Modern Orthodox K-12 yeshiva day school, is seeking a strategic, collaborative, and experienced Director of Finance to oversee the school's financial operations and help guide its continued growth and long-term financial sustainability.

The Director of Finance will serve as a key financial partner to the Executive Director, Head of School, senior leadership, and Board of Directors. The ideal candidate will combine strong financial expertise with excellent judgment, communication, and interpersonal skills and will be able to translate financial information into clear analysis and recommendations that support effective decision-making.

The Director of Finance will report to the Executive Director, work closely with the Accounting Manager and other members of the administrative team, and participate in Finance and Audit Committee meetings.

Key Responsibilities

Financial Leadership & Strategy

- Develop and implement financial strategies, multi-year projections, and scenario analyses aligned with the school's mission, goals, and long-term priorities.
- Serve as a financial thought partner to the Executive Director, Head of School, and senior leadership, proactively identifying financial risks and opportunities and providing clear recommendations.

Budgeting & Financial Management

- Lead the annual budgeting process, work with department leaders to develop and manage budgets, and monitor financial performance through ongoing budget-to-actual analysis.
- Oversee cash flow, working capital, reserves, and the school's overall financial position, while monitoring tuition, fundraising, and other revenue to support accurate forecasting.

Financial Reporting

- Prepare timely, accurate, and understandable financial reports for senior leadership, the Finance Committee, Audit Committee, and Board of Directors.
- Clearly communicate financial trends, challenges, and opportunities to both financial and non-financial audiences.

Accounting, Compliance & Risk Management

- Oversee accounting operations and work closely with the Accounting Manager to ensure accurate and timely financial reporting.
- Establish and maintain strong internal financial controls and efficient financial processes.
- Coordinate the annual audit and oversee required tax filings and regulatory compliance.
- Oversee payroll and other key financial operations.
- Manage relationships with the school's auditors, financial professionals, and other advisors.

Tuition Assistance

- Oversee the tuition assistance process and work with leadership to evaluate the financial impact of tuition and financial aid policies.
- Monitor accounts receivable and support effective tuition collection.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. CPA or MBA preferred but not required.
- 5-7 years of progressively responsible financial management experience, preferably in a school, nonprofit, or mission-driven organization.
- Strong knowledge of budgeting, forecasting, cash-flow management, financial reporting, and internal controls.
- Strong computer and technology skills, with the ability to quickly learn and effectively utilize financial and school management systems. Experience with Veracross is a plus.
- Demonstrated ability to explain financial information clearly and make thoughtful recommendations.
- Strong judgment, discretion, integrity, and attention to detail.
- Experience working with a Board or Finance Committee preferred.

Salary & Benefits

- Competitive salary commensurate with experience and qualifications
- Comprehensive benefits package, including health and dental insurance, flexible spending account options, retirement plan, Life and AD&D insurance, and Short- and Long-Term Disability
- 50% tuition remission for eligible children
- Short Fridays and summer hours, PTO and vacation

To learn more about the school visit www.koheletyeshiva.org. To apply, please send a resume and cover letter to careers@koheletyeshiva.org.