



Director of Finance & Operations

Location: Baltimore, MD (On-site)

Employment Type: Full-Time

Start Date: July 1, 2026

Salary Range: \$110,000 – \$200,000

About Baltimore Lab School

Baltimore Lab School is an innovative learning community dedicated to nurturing the unique strengths of students with diverse learning needs. Through inquiry-based instruction, hands-on exploration, and an emphasis on the arts, our students become confident self-advocates and compassionate global citizens.

We are currently seeking an experienced and mission-driven **Director of Finance & Operations** to lead our financial strategy and operations. This is a key leadership role responsible for financial management, human resources oversight, facilities and operations, and strategic planning in close collaboration with the Head of School and Board of Trustees.

Being physically present on campus is an essential function of this role.

Key Responsibilities

Financial Strategy & Management

- Lead all aspects of accounting and financial reporting in accordance with GAAP
- Prepare timely and accurate monthly and annual financial statements
- Work closely with the Head of School and Board to develop and manage the annual budget
- Monitor internal controls and ensure the safeguarding of school assets
- Provide fiscal oversight and guidance on budgetary impacts of short-, mid-, and long-term decisions
- Manage investment accounting and reporting as directed by the Board
- Oversee cash flow management, financial planning, and audit preparation
- Administer Business Central accounting software and ensure timely 1099 processing
- Fulfill reporting requirements for MSDE and other regulatory bodies

Human Resources Leadership

- Oversee payroll processing and compliance, including W-2s, 403(b), and flexible benefits plans
- Direct employee benefits administration, including plan reviews and annual enrollment
- Participate in hiring, onboarding, terminations, and handling complex HR matters
- Ensure compliance with federal, state, and local employment laws

Operations & Facilities Oversight

- Oversee school facilities and manage compliance with inspections and safety protocols (elevator, boiler, fire alarm, asbestos, water testing, etc.)
- Supervise the facilities team and manage campus maintenance, construction projects, and vendor contracts
- Coordinate parking, snow removal, and grounds maintenance
- Develop and manage the capital budget

Leadership & Governance

- Supervises the (A) Manager of Accounting, (B) Facilities Manager and outsourced custodial evening crew, (C) outsourced security officer, and (D) Human Resources and Operations Specialist (split with Head of School)
- Serve as a key member of various school committees: Finance, Facilities, Audit, Legal Compliance, Investment, Financial Aid, and Development
- Provide clear, accessible financial reporting to school leadership and board members
- Communicate financial insights effectively to non-financial stakeholders

Qualifications

- Bachelor's degree in Finance, Accounting, or a related field required
- CPA, MBA, or comparable advanced degree preferred
- Minimum of 7 years of senior-level financial management experience
- Strong knowledge of GAAP and nonprofit accounting principles
- Proficiency in Microsoft Excel, Word, Outlook, and financial systems (Business Central a plus)
- Experience managing HR and operational functions in a school or nonprofit setting is preferred
- Proven ability to handle complex financial planning and analysis
- Excellent organizational, strategic, and problem-solving skills
- Strong written and verbal communication skills
- High ethical standards, integrity, and professional discretion
- Positive, collaborative leadership style with flexibility and humor

Work Environment

This is an **on-site** position located at Baltimore Lab School. Physical presence in the building is required to manage daily operations and collaborate with faculty, staff, and leadership.

Why Join Us?

- Make a meaningful impact in a mission-driven educational environment
- Join a supportive and innovative leadership team
- Be part of a school community that values creativity, inclusion, and student advocacy

Baltimore Lab School is an Equal Opportunity Employer. We welcome candidates from all backgrounds and encourage a diverse and inclusive work environment.