



# Interested in a Professional Opportunity Where You Can Have Social Impact?

## Director of Business Operations

### East Dallas Community Schools



#### ***Who is EDCS?***

- Educates 330 children of diverse cultures from primarily low income families at 2 campuses
  - Viewed as leader among high-performing public charter schools in the state
  - Seeks to transform education by creating cluster of outstanding public schools
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#### ***The Opportunity***

- Play lead role as the COO/CFO of a non-profit that has a superb track record of excellence in the education of children in poverty
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#### ***Director of Business Operations: Areas of Responsibility***

- Responsible for areas of accounting, personnel, facilities, and technology for 2 urban schools
  - Oversee and perform daily financial activities, including reporting, accounts payable and receivable, cash management, and investments
  - Responsible for budget preparation and control, financial analysis and forecasting, and annual financial audit preparation
  - Develop, implement, and maintain internal financial reporting systems, financial controls, and school's business policies and procedures
  - Support School Directors in problem solving, procedural issues, budgeting, and risk management
  - Oversee the development and maintenance of the school's personnel policies and procedures
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#### ***Key Skills of Ideal Candidate***

- Working knowledge of business accounting policies, procedures, and software programs
- Strategic and creative problem solving skills
- Ability to lead, motivate and influence others
- Ability to drive execution
- Enjoys working in environment that supports direct communication, peer accountability, and consultative decision-making

***Interested: Send your resume and cover letter to Jodi Campbell, Director of Business Operations at [jodic@edcschool.org](mailto:jodic@edcschool.org). Questions: Call Jodi at 214-824-8950 (ext 222) or Terry Ford, Executive Director at ext 223***