Kurn Hattin
est. 1894
Home and School for Children

POSITION AVAILABLE

Director of Finance

POSITION OVERVIEW

With the upcoming retirement of a valued longtime member of our leadership team, Kurn Hattin Home and School for Children is seeking an experienced Director of Finance to join its senior leadership team.

This is an outstanding opportunity for an accomplished financial professional who wants to put his or her experience to work for a mission that matters. Reporting directly to the Executive Director, the Director of Finance will oversee the financial health of an approximately $6 million nonprofit organization while providing financial oversight and strategic guidance for the organization's technology investments and planning.

The Director of Finance will work closely with the Executive Director, leadership team, department managers, and Board of Trustees, supervise the Senior Accountant and IT Coordinator, and play an important role in ensuring that Kurn Hattin's resources are managed responsibly in support of its mission to transform the lives of children and their families forever.

ABOUT KURN HATTIN

Founded in 1894 and located on a beautiful campus in Westminster, Vermont, Kurn Hattin Home and School for Children provides a safe, supportive environment where children can learn, grow, and thrive. Our dedicated staff combines education, residential care, guidance, and opportunities for personal growth to help children and their families build stronger futures.

The Director of Finance will join a collaborative leadership team committed to that mission and to the responsible stewardship of the resources entrusted to Kurn Hattin.

Key Responsibilities

Financial Leadership and Planning

- Oversee Kurn Hattin's day-to-day accounting and financial operations, including general ledger, accounts payable and receivable, payroll, cash management, and reconciliations.
- Lead the annual budgeting process in partnership with the Executive Director and provide ongoing forecasting, scenario analysis, and financial planning.

- Monitor financial performance, cash flow, liquidity, and organizational risk, identifying trends, opportunities, and issues requiring attention.

- Oversee accounting and stewardship of endowment assets and donor-restricted funds.

- Maintain strong financial policies, procedures, and internal controls.

- Support long-term financial planning and the organization's continued financial sustainability.

Financial Reporting, Compliance, and Board Support

- Prepare accurate and timely financial reports for the Executive Director, department managers, Finance/Audit and Investment Committee, and Board of Trustees.

- Translate complex financial information into clear, useful information for leaders and Board members with varying levels of financial expertise.

- Support the Finance/Audit and Investment Committee, including preparation of agendas, minutes, and meeting materials.

- Coordinate the annual independent financial audit and preparation and filing of the organization's IRS Form 990.

- Ensure compliance with applicable accounting standards and federal, state, local, grantor, and donor requirements.

Financial and Managerial Oversight of Organizational Technology

- Supervise the IT Coordinator, providing managerial guidance and oversight while working together to ensure Kurn Hattin's technology infrastructure, systems, applications, cybersecurity, and data-management practices support the organization's needs.

- Manage relationships with outside IT providers, consultants, software vendors, and other technology partners.

- Work with the IT Coordinator to evaluate technology needs and recommend systems and solutions that improve efficiency, collaboration, security, and data quality.

- Provide financial oversight and strategic guidance for technology investments, including system upgrades, migrations, implementations, and other initiatives.

- Together with the IT Coordinator, ensure appropriate safeguards are in place to protect financial, donor, employee, student, and other sensitive information.

What we're looking for

The successful candidate will be an experienced financial leader who combines strong financial expertise with a collaborative approach and an understanding of how technology supports organizational operations.

Qualifications include:

- Bachelor's degree in accounting, finance, business administration, or equivalent professional experience. An advanced degree is preferred.
- At least seven years of progressively responsible experience in financial management, accounting, or nonprofit finance.
- Demonstrated experience managing budgets and financial operations for an organization of comparable size and complexity.
- Strong knowledge of accounting principles, budgeting, financial reporting, internal controls, cash management, and compliance.
- Experience with nonprofit accounting, restricted funds, grants, and the audit process.
- Experience with endowment funds, including investment policies, practices, and accounting, is highly preferred.
- Ability to provide strategic oversight of organizational technology and work effectively with internal staff and outside technology partners.
- Strong proficiency with Microsoft Excel and financial/accounting systems. Experience with Blackbaud Financial Edge NXT is preferred.
- Strong analytical, organizational, problem-solving, and project-management skills.
- Ability to communicate complex financial information and technology-related recommendations clearly to staff, organizational leaders, and Board members.
- Demonstrated ability to lead and support staff while building strong, productive working relationships throughout an organization.
- A high level of integrity, discretion, and commitment to responsible stewardship.

Just as important, we are looking for someone who brings humility, empathy, good humor, and a collaborative spirit to their work. The right person will be comfortable working both strategically and hands-on and will value being part of an organization where people know one another, work together, and share a commitment to children and families.

Compensation

Salary range: $102,000–$108,000, commensurate with experience and qualifications, plus a comprehensive benefits package.

Kurn Hattin is committed to attracting the right person for this important leadership position and is open to discussing compensation based on the experience and qualifications of an exceptional candidate.

To Apply

Please submit your resume along with a cover letter to humanresources@kurnhattin.org

Equal Opportunity Statement

We are committed to creating an inclusive and welcoming environment for all students, staff, and families. We encourage applicants from diverse backgrounds and experiences to apply.