

**Statement of Opportunity for Director of Business and Finance
Tandem Friends School
Charlottesville, Virginia**



Tandem Friends School invites applicants for a Business and Finance Manager, a position beginning July 2008.

The Tandem School was founded in 1970 in Charlottesville, Virginia by John Howard and Duncan Alling, two men with wide experience as teachers and administrators in large, independent boarding schools. Both were familiar with the Charlottesville area, and felt there was a need for a school in the community that would present an alternative approach to education. Their philosophy was, in part, based on the conviction that the processes of maturation and academic development need an environment in which there is a close and trusting relationship between faculty and the students, an open and free examination of values and ideas, and an approach to decision-making, which involves the whole school community.

“We wanted to create a school where the kids were higher up on the ladder in terms of school governance,” wrote John Howard. The founders also envisioned a school dedicated to an economically and racially diverse student body, and a curriculum embracing the arts, environmental stewardship and community service. Academic rigor was to be at the core of the educational experience. A Board of Trustees was asked to serve, and the school was chartered as a non-profit corporation before its opening in September 1970.

Initially the school was located in a two-story brick house on the banks of the Rivanna River. In 1972, the school moved to "Hillcrest," a large home dating from the 1840's, located on 23 acres. This site provided adequate classroom, laboratory, and athletic space for approximately 85 students in grades 9-12. In 1983, Tandem opened a middle school serving grades 5-8, and was accredited by the Virginia Association of Independent Schools. From 1982 to 1995, the school's enrollment grew from approximately 90 to 130 students, and new programs were added in community service, physical education, music and drama.

In 1995, Tandem School applied and, a year later, was accepted into The Friends Council on Education. Tandem School became Tandem Friends School; joining 81 other Friends schools in twenty-one states. Interestingly, Tandem Friends became the first Quaker school that was not established as a Friends School. Immediately, an ambitious physical plant expansion was also undertaken, which resulted in three much-needed new buildings: the Community Hall, the Field House and gymnasium, and the Math/Science Building.

In August 2007, Tandem Friends School opened its doors once again to educate students from the six surrounding counties. With 239 students and 33 full-time faculty, Tandem is a vibrant, reflective, engaging learning community. Tandem has always been a school that conscientiously seeks to live the school mission fully and consciously.

Tandem Friends seeks an individual who understands the culture of Friends schools and is knowledgeable in independent school/nonprofit financial and operational

management. Reporting to, in cooperation with, the Head of School, the Business Manager has responsibility for all financial aspects of the school's operation. The successful candidate must have the ability to provide leadership in financial long-range planning, financial modeling, strategic problem solving, and plant management. Excellent analytical and communication skills are expected. Patience, understanding, tact, good humor and a strong moral compass are requisite.

The Business Manager works very closely with Tandem's Board of Trustees. The Business Manager is a member of the school's Administrative Team, a participatory and collaborative group that meets weekly for information sharing, individual and institutional development, and problem solving. The Business Manager participates fully in the life of the school.

Responsibilities and Duties

1. Participate in, and staff support for, the work of the business office, the finance committee, the investment committee, the audit committee, and the buildings and grounds committee.
2. Manage the financial operations of the school to ensure the school remains financially stable and viable for the long term.
3. Plan, organize, and manage the Business Office including the review and maintenance of accounting policies and procedures, the annual audit, financial reporting, bank reconciliations, cash management, fixed asset records and accounts payable and receivable.
4. Working with the Head of School, manage the preparation, presentation and approval of annual operating and capital expenditure budgets, oversee the disbursement of funds so approved and report and provide cash flow information periodically.
5. Oversee all school purchasing, financial investments, banking activities, payroll, and employee benefits program.
6. Working with the Head, manage the physical assets of the school, including maintenance and renewal of the physical plant.
7. Manage compliance with governmental regulations and changing regulatory environment by staying current with the law.
8. Working with Director of Admissions, oversee and implement the school's financial aid policy.
9. Monitor the performance of the endowment portfolio.
10. Manage and minimize the school's exposure to risk, promote the safety of personnel and students in their use of the facilities, oversee the security of the

campus, and maintain appropriate levels of insurance to protect the value of the school's physical and financial assets.

11. Work collaboratively with faculty to build excellent programs.
12. Seek new sources of revenue for school.
13. Perform other duties as assigned by the Head of School and support the mission of Tandem Friends School.
14. Work closely and collaboratively with exiting Business Manager.

Tandem Friends Mission Statement

To offer an outstanding college preparatory education in the Friends' tradition

To ensure the mastery of essential knowledge and skills

To encourage the discovery and development of individual talents

To foster spiritual awareness, moral growth, and the values of caring, cooperation, respect, and trust

To enhance physical well-being with health and lifelong skills in sport and play

To serve a culturally, racially, and economically diverse student body

To create a community in which bright and curious young people and adults expect the best of each other

To nurture stewardship and appreciation for our physical environment

To send forth graduates who have developed habits of independent thinking and social responsibility

Interested candidates should send cover letter, resume and references to:

Michele Jarman
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