



ESN Director of Finance

Full-time | In-person | Senior Administrative Role

Immediate start preferred

Episcopal School of Nashville (ESN) is a growing, mission-driven, independent 3K–6th grade Episcopal school in East Nashville. We are seeking a Director of Finance to serve as the School's senior internal financial leader and to bring all core accounting and financial operations fully in-house.

This is a hands-on leadership role responsible for accurate financial reporting, strong internal controls, and clear financial insight to support school leadership and the Board of Trustees. Competitive compensation and benefits package.

Reporting and Supervision

- Reports to: Head of School
- Supervises: Part-time Bookkeeper
- Works closely with: Director of Operations, Senior Leadership Team, Board Finance Committee

KEY RESPONSIBILITIES

Financial Operations

- Own and manage the monthly close process in Blackbaud Financial Edge
- Prepare timely, accurate monthly financial statements, variance analyses, and reports for leadership and the Board
- Supervise daily accounting functions including accounts payable, receivables, deposits, reconciliations, and credit cards
- Ensure internal review and quality control before financials are distributed

Systems and Integrations

- Serve as system owner for Financial Edge, Tuition Management, and Raiser's Edge
- Maintain account structures, department coding, and system integrations
- Troubleshoot and resolve system issues in coordination with Blackbaud support



Budgeting and Cash Management

- Lead the annual budget process in partnership with the Head of School
- Maintain cash flow projections and short- and long-term forecasts
- Monitor actuals against budget and identify risks or trends early

Audit, Compliance and Controls

- Prepare for and manage the annual audit and work directly with auditors
- Maintain internal controls and documented financial processes
- Oversee payroll review, benefits accounting, and year-end filings

Board and Leadership Support

- Support the Finance Committee with clear, decision-ready financial materials
- Attend Finance Committee and Board meetings as needed
- Partner with the Head of School on financial planning and risk management

Tuition and Revenue Oversight

- Oversee tuition billing, payment plans, financial aid accounting, and revenue reporting
- Ensure tuition and auxiliary revenue is properly recorded and auditable

Qualifications

- 5–10 years of experience in nonprofit, school, or organizational finance
- Demonstrated ownership of monthly close, budgeting, and audit preparation
- Strong knowledge of accrual accounting and internal controls
- Experience with Blackbaud Financial Edge strongly preferred (or similar system)
- Ability to manage staff and meet firm deadlines
- Clear communicator, able to explain financial information to non-financial audiences

CPA or advanced degree preferred but not required, with strong experience.

To apply:

ESN has partnered with Mike Vachow at Knuckleball Consulting to assist with this search. Please send a resume and cover letter outlining your qualifications and interest to Mike Vachow at mike.vachow@knuckleballconsulting.com. Please do not contact the school directly.