



NOW HIRING: Business & Operations Manager

Reports To: Head of School

Works Closely With: Administrative Team, Faculty, School Accountants and Auditors

Position Overview

The Business & Operations Manager is the operational backbone of Denver Academy of Torah. We are looking for a Financial Steward - someone who doesn't just record numbers but truly owns them. You will treat the school's resources with the utmost care, proactively identifying budget variances, spotting overpayments, and ensuring our financial systems are as lean and effective as possible. This is a hands-on, detail-oriented role for someone who thrives in a mission-driven environment and takes personal ownership of keeping costs under control.

For the right candidate, there is opportunity over time to grow into higher-level financial leadership - including cash flow forecasting, financial modeling, and preparation of annual budget drafts.

Compensation

\$75,000–\$85,000, commensurate with experience. Benefits include individual health coverage and school holidays.

Key Responsibilities

1. Financial Stewardship & Insights

- **AP/AR:** Manage the full cycle of accounts payable and receivable - invoices, reimbursements, expense reports, and student billing through FACTS, including tuition collection and delinquency follow-up
- **Payroll:** Ensure accurate, timely semi-monthly processing via Gusto; administer benefits configuration and enrollment
- **Budget Oversight:** Actively monitor expenditures against the approved budget - flagging variances, overpayments, missed payments, and cost-saving opportunities to the Head of School in real time
- **Financial Integrity:** Partner with the school's external accountants and auditors to ensure accurate, timely data for monthly closes and annual audits; perform monthly bank statement reconciliation and credit card review

- Tuition Assistance: Coordinate tuition remission and support the TA process in collaboration with the TA Committee
- Growth Path: Potential to evolve into higher-level financial leadership, including cash flow forecasting and annual budget drafting

2. HR & People Operations

- Manage new hire onboarding: payroll setup, background checks, system entry, and employment agreements
- Maintain employee records, time-off tracking, and faculty absence calendars
- Administer benefits enrollment, configuration, and annual renewal
- Coordinate staff employment agreements as directed by the Head of School

3. School Operations

- Vendor Liaison: Serve as the primary point of contact for facilities, purchasing approvals, and key vendor relationships
- Logistics: Support grant documentation, DPH property tax exemption filing, school safety compliance, endowment fund transfers, and other operational needs as directed by the Head of School
- Assist with field trips, team travel logistics, and school events as needed

Who You Are

- A Financial Hawk: You don't wait for a report to find an error - you ask the right questions daily to ensure fiscal health and do not let mistakes or overruns slip through unnoticed
- Proactive & Insightful: You spot problems before they become crises and communicate them clearly and promptly
- Systems Proficient: Experienced with Gusto, FACTS, and QuickBooks or similar platforms
- Ethical & Discreet: You handle sensitive family financial matters and personnel files with total confidentiality and professional warmth
- Organized & Reliable: Strong follow-through and the ability to manage multiple priorities in a fast-paced school environment
- Experienced: 3+ years in financial operations, school administration, or nonprofit management; Bachelor's degree preferred

To Apply

Please send a resume and brief cover letter to Abba Brodt, Head of School at abrodt@datcampus.org

About Denver Academy of Torah

Denver Academy of Torah (DAT) is a Modern Orthodox K–12 Jewish day school in Denver, Colorado, committed to academic excellence, Torah values, and nurturing the next generation of proud, compassionate Jewish leaders. Alignment with DAT's mission and Jewish community values is important; Jewish literacy is a plus but not required.