

The Broad Residency In Urban Education Sample Job Descriptions

In December and January, The Broad Residency will provide current job descriptions for every organization in which we place Residents.

In lieu of the current descriptions, we have found it helpful to provide summaries of job descriptions from previous years to impart a sense of the work Broad Residents perform in districts and charter management organizations (CMO). The summaries are based on actual descriptions, but do not contain names of organizations or supervisors. In addition, most industry-specific jargon has been removed and they have been simplified for ease of reading. Most of these descriptions describe the Resident's incoming project/role, therefore it is important to recognize roles evolve substantially over the two year program. Please see "[Two Year Overview](#)" for further insight on how the work progresses.

Please note: These summaries are intended for informational purposes only, and are not definitive examples of the Broad Residency roles to be offered this year.

Organization Type: Charter Management Organization (CMO)

Position Type: Finance

Supervisor: Executive Director

Careful management of finances and assets as well as robust budgeting are critical for CMOs' current survival and future growth. CMO finance roles are vital; they ensure the current and continued fiscal strength of the organization, and ultimately, the impact CMOs have on student achievement. In addition, CMO finance roles often present opportunities to create, build, and implement budgeting and purchasing systems and processes.

Role: Director of Accounting and Finance

The Director of Accounting and Finance will be responsible for the financial and accounting operations of the CMO. Specifically, the Director will (1) develop and manage school budgets; (2) develop sophisticated budget tools to link school enrollment with available funds; (3) oversee the organization's accounting and annual audit; (4) create a multi-year financial model and a road map for growth; (5) ensure that all schools meet local, state, and federal rules and regulations; and (6) create a purchasing system, including purchase order process and guidelines, for the organization.