

## **Boston University Academy**

Boston University Academy (BUA) is seeking a full-time Assistant Director of Operations and Finance to begin immediately. The Assistant Director has two primary roles. One is oversight of the accounting and related business/financial areas of school life: accounts payable and accounts receivable; sourcing and procurement; budget reconciliation and tracking. The second is serving as the school's HR Liaison, which involves oversight of the hiring process; onboarding; performance evaluation; vacation/sick time tracking; compliance; training; benefits support; and other HR-related areas. As a member of the BUA operations team, the Assistant Director will also play a role in facilities projects and other operational pieces. All functions involve deep collaboration with BUA faculty and staff as well as several University departments. BUA is a small school with the back-office support of a world-class research institution. Excellent organization skills, a customer-service orientation, content expertise in accounting and human resource management, technological savvy, the ability to work in a team and independently -- all are core competencies of the position. The Assistant Director reports to the Director of Operations and Finance.

Interested candidates are asked to send a resume, list of references (if available), and cover letter addressed to Holly Walker, Director of Operations and Finance, at [buacareers@bu.edu](mailto:buacareers@bu.edu).

### Qualifications

- Bachelor's degree required
- 1-3 years of experience working in an operations or finance role
- Familiarity with independent schools preferred
- Strong written and verbal communication skills
- Ability to work independently while managing multiple projects and deadlines

For all positions, we look for candidates who enjoy working with colleagues in a collaborative environment, who are flexible and creative, who will fully engage in the life of the school, and who are committed to fostering an inclusive and equitable community.

### Compensation and Benefits

Base salary is \$59,600 - \$90,900, depending on experience.

Boston University's generous benefits package includes health, dental, life insurance, and paid time off. Full-time employees are also eligible for tuition remission for courses at Boston University, and the remission benefit extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page at <https://www.bu.edu/hr/employee-resources/benefits/>.

### About BUA

As the only high school in New England that is part of a major research university, Boston University Academy offers students who love learning both a traditional, caring independent school experience and access to a broad range of university courses. In the eleventh and twelfth grades, students follow their passions by regularly completing up to twelve courses from Boston University's undergraduate curriculum. The school's 225 students are curious, capable, and kind. They come from roughly 50 cities and towns in the Greater Boston area. 52% of students identify as students of color. 27% of students receive financial aid — a reflection of BUA's commitment to equity and access.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.