



Job Title: Chief Finance Officer (CFO)

Position Title: Chief Finance Officer	Reports to: Head of School
Job Category: Professional	FLSA: Exempt, Administrative
FTE: 1.0; year-round position	Current Date: November 2020

General Summary: Directs and manages all financial management, budgets, general accounting, accounts payable, accounts receivable, financial operations, auditing, compliance and reporting for the School. Continues to build and manage effective and streamlined systems.

Essential Duties and Responsibilities:

- Provides leadership and support for the Business Office staff, strategy, and vision while fostering a positive work environment.
- Monitors the capital budget and financial aspects of school projects.
- Manages the cash-flow position of the school, including establishing credit and collections and purchasing policies and to establish schedules for the payment of bills and financial obligations.
- Approves all agreements concerning financial obligations, such as contracts for projects or services and other actions requiring a commitment of financial resources.
- Maintains relationships with financial institutions and administers banking arrangements and loan agreements, receives, has custody of and disburses monies and securities. Maintains adequate sources for current borrowings from commercial banks and other lending institutions.
- Ensures the maintenance of appropriate financial records and preparation of required financial reports. Reports on financial affairs of the School to its leadership in a clear and concise manner.
- Directs preparation of budgets and financial forecasts.
- Develops innovative solutions to the challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to administration, use of appropriate systems and technology, and cost-effective use of resources.
- Ensures an effective and efficient system of internal management controls throughout the School. Resolves in a timely fashion all findings resulting from financial audits and consulting studies.
- Represents the School’s interests in all income tax and financial reporting matters.
- Works collaboratively with Admissions and the Head of School, to analyze, review, and approve financial aid awards, student contracts, and other accounts as needed.
- Works with insurance advisors and brokers in insure that adequate, appropriate and costs effective insurance is in force, including public liability, property and casualty, directors and officers, and Worker’s Compensation.
- Serves as the Business Office conduit for new initiatives as recommended by the Board, key administrators, and faculty.
- Manages the departmental operations and budget.
- Assumes other duties as required.

Knowledge, Skills and Abilities:

- Proven financial management expertise

- Outstanding communicator, and the ability to work effectively and cooperatively with people from diverse backgrounds
- A high level of integrity and personal sense of accountability
- Critical and strategic thinker and problem-solving skills
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- High level of maturity, confidentiality, and assertiveness
- Ability to work collaboratively with others and maintain positive professional relationships
- Excellent organizational skills with a strong degree of self- direction and motivation; ability to constantly search for new ideas
- Ability to provide excellent customer service
- Flexibility

Education and Experience:

- **Bachelor's Degree in finance, accounting, CPA, or a related field; MBA preferred**
- **At least 15 years' experience in accounting and finance expertise; senior financial leadership experience preferred**
- **Experience working with MS Office, expertise working with Excel**
- **Experience working with external auditors, compliance, and regulatory oversight**
- **Experience in an educational or non-profit environment**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X



THE EXPERIENCE FOR A LIFETIME

Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

Working Conditions: Good working conditions in an office and school environment

Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.