

**HILLSIDE SCHOOL  
MARLBOROUGH, MA  
*BUSINESS MANAGER/CHIEF FINANCIAL OFFICER (CFO)***

**Overview:**

The Business Manager/CFO is a member of the Senior Administrative team reporting directly to the Head of School and acts as a liaison to the Board of Trustees. The Business Manager/CFO is responsible for all aspects of operations and fiscal management at the school. This person manages the functions of the Business Office and Reception, Buildings and Grounds, Food Service, Technology, Farm, Summer Program, Transportation and Safety. This person must have comprehensive knowledge of the entire functioning of the school, a strong accounting / financial analysis background as well as understanding and skills in all aspects of facility management and maintenance.

**Essential Functions:**

- Work closely with the Head to develop and implement annual and long-range budgets and plans. Attend all Board of Trustee meetings to provide complete and accurate financials.
- Maintain accurate financial records, prepare periodic financial statements, and report on financial affairs of the School to the Head of School. Provides advice on all matters to the Head of School and assists the Head of School in the formulation of overall organization objectives.
- Work closely with the Senior Administrative Team to develop and achieve strategic objectives in support of the Hillside's mission.
- Supervise the work of business office personnel and use standard accounting and bookkeeping procedures, to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- Assist the head of school with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- Supervise and manage human resources functions including writing, implementing and maintaining appropriate personnel policies. Oversee payroll and benefits programs including health insurance and retirement programs. Ensure all programs are in compliance with federal and state laws and regulations.
- Approve all financial obligations; execute leases, loans, real estate transactions, contracts and other actions requiring a commitment or receipt of financial resources. Manage operational cash flow by maintaining adequate sources of borrowing, executing approved draws from endowment, and investing excess cash in short term funds in accordance with established policy.
- Supervise accounting for the endowment fund, gift annuities and other planned giving instruments, and ensure gifts of cash, stock and gifts in kind are applied to appropriate gift categories.
- Initiate and maintain an inventory of the School's assets and monitor maintenance and depreciation of all School property
- Provide leadership and expertise for the School with the appropriate software systems. Develop and manage an integrated, automated financial management information system.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

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- Coordinate relationship with the school's independent auditors and supervise preparation of work papers for annual audit. Respond to auditor's administrative recommendations in management letter.
- Prepare financial records for annual independent audit and assist the audit team in preparation of the annual tax return, form 990, and other returns including form 5500.
- Oversee all facilities management, which includes all building repairs, construction projects, moves, janitorial and custodial function, and relations with renting organizations and neighbors.
- Supervise the purchase and maintenance of office furniture, equipment, supplies and systems to support the administrative and educational needs of the school, including telephone, mail, copy and fax equipment, computer hardware and software systems.
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities and maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- Assess the school's transportation needs and manage the procurement of appropriate school owned/leased transportation assets.
- Oversee the food-service, farm and summer program operations.
- Perform other duties as assigned by the Head of School.

**Qualifications:**

- Degree in Business Administration required, MBA preferred, CPA a plus.
- At least ten years of accounting, management experience. Experience in a not for profit environment is preferred. Experience in an independent school environment a plus.
- Proven sound business judgment and overall financial acumen.
- Highly skilled in the following areas: communication, inter-personal/ relationship building, analytical/strategic thinking, organization, time management, delegation, problem-solving, conflict management, decision-making ability, ownership and training and development.
- Knowledge of federal, state, and local laws regarding financial reporting for independent schools.
- An understanding of the financial and strategic decisions that are encountered in a not-for-profit, educational mission-driven institution.
- Experience and skill with advanced technology including modern data management systems, Office suite, accounting and fundraising software, etc.
- The job requires an individual to be a strong role model for professional behavior and a strong leader.

Please send a resume, cover letter and references to:

Greg Britton, Managing Associate, Search & Consulting Operations, [gbritton@carneysandoe.com](mailto:gbritton@carneysandoe.com) and  
 Lauren Mayfield, Senior Operations Associate, [lauren.mayfield@carneysandoe.com](mailto:lauren.mayfield@carneysandoe.com)

*Hillside School is an equal opportunity employer. We are committed to creating a diverse and inclusive environment for all employees.*



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