



JOB POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer
REPORTS TO: Head of School

POSITION SUMMARY:

The Chief Financial Officer (CFO) is a full-time, year round administrative position reporting directly to the Head of School. Primary responsibilities of the position include ensuring the financial integrity of the School, strategically aligning the budget process with the mission of the School, cash flow analysis, the annual audit and tax returns, risk management, investment and banking activities, information technology, food service, the bookstore, security and overall facilities management. The CFO reports to the Head of School, and works closely with the Chairs of the Finance & Investment, Advancement, Audit, and Building & Grounds Committees of the Board of Trustees on strategic matters as they pertain to the advancement of the School.

Essential Job Functions:

Financial Planning and Financial Management: The CFO will take responsibility for ensuring the short-term and long-term financial sustainability of the School. This includes:

- Working closely with the Head of School, Administrative Team, Business Office, and the Finance & Investment, Audit, and Building & Grounds Chairs of the Board of Trustees to assess the School's financial needs in the context of strategic priorities of the School.
- Preparing the annual budget, internal financial reports, cash flow analyses, the annual audit, and tax forms.
- Overall responsibility for the accounting operations of the business office to ensure that proper internal transaction processes and controls are in place and meet the standards as set forth by our independent auditor.
- Works closely with our financial institutions to ensure the proper maintenance of accounts, the School's debt, and endowment investments.
- Assists the Head of School in preparing and managing the Academy's capital and operating budgets.
- Maintains long-range capital and operating budgets; works with the Head of School and the board of trustees to develop a long-range financial plan for the Academy.
- Recommends to and develops with the Head of School additional programs that will produce revenue for the Academy.
- Supervises the compilation of financial data to prepare for the annual audit.
- Communicates with appropriate parents about general financial information and individual account problems, including past-due accounts.
- Supervises the investment of surplus funds, when available, in short-term securities to maximize dividend income.
- Works with the operations committee of the board and the Head of School to develop investment policies for endowment and unrestricted fund
- Understands Real estate investments and Implements the buying and selling of property for



the Academy with the approval of the board of governors. Manages off-campus Academy property.

- Purchasing - Supervises the purchase requisition process. Approves all purchase orders. Meets with appropriate sales representatives to review new or improved products and services of interest to the Academy. Secures quotes on major equipment needs and annual purchase.
- Understands how federal, state, and local tax laws affect the Academy.

Facilities Management: The CFO will take responsibility for the overall maintenance of the School plant and future capital projects. This includes:

- Working closely with the Director of Facilities and the Building & Grounds committee of the Board of Trustees on developing annual and long-range plant renewal plans.
- Working closely with the Technology Team on annual and long-range plans as they pertain to maintaining a robust technology infrastructure on campus.
- Working the Head of School, Chair, Board Committees, and School constituencies on the overall development of the School Plant. In particular, playing a key strategic role in the evolution of major capital projects under the master facilities plan.
- Responsible for the safety and cleanliness of the campuses through overall supervision of the security, maintenance, and housekeeping staff.
- Develops work schedules for the school with the Director of Facilities and the Building & Grounds committee.
- Contracts for major repairs that cannot adequately be handled by the maintenance staff.
- Responsible for the condition of on and off campus residential property.
- Inspects the campuses and equipment periodically for cleanliness and state of repair.
- Participates actively in the design and construction of new or renovated facilities.
- Responsible for the development of the capital improvement budget for the maintenance and renovation of the facilities.

Risk Management, Safety, and Security: The CFO will take the primary lead in our overall strategic approach to risk management, putting the School in the best possible position to support our students, parents, faculty, staff and Board of Trustees. This includes:

- Working closely with our Insurance Broker and Insurance Companies to ensure oversight on policies and procedures.
- Secures insurance coverage, based on current valuations, for campus, equipment, vehicles, and liability.
- Adopts medical, workmen's compensation and unemployment compensation packages within the legal restraints imposed by state regulations.
- Adopts appropriate liability coverage for trustees and all school employee groups.
- Working with administrators and other constituencies to maintain and advance our safety and security initiatives and to ensure the School is in compliance with all regulations and best practices in this area.



- Keeps current on government regulations affecting the Academy, such as those of the Internal Revenue Service, Equal Employment Opportunity Commission, Civil Rights Commission, Occupational Safety and Health Act, and the Employee Retirement Income Security Act, as well as wage and hour laws, title funding, state regulations, property tax law, and others.

Human Resources: The CFO will work closely with the Director of HR in fully supporting our employees. This includes:

- Working with the Director of HR on annual salary and benefit budgets to ensure we are offering accurate, comprehensive employment packages to our employees that are fair, consistent, and comply with applicable laws.
- Working with the Director of HR on the annual renewal of benefits packages in consultation with our benefits broker.
- Working with the Director of HR on our Employee Handbook to ensure that the School is in compliance with all laws, regulations, and best practices.
- Collaborates with HR on the annual NAIS and HAIS faculty and staff salary study for purposes of evaluating compensation levels and assists in creating a schedule of faculty and staff salaries for the Head of School's approval.

Technology: The CFO will work closely with the Director of Technology and the Technology Team to fully support the technological needs of the School. This includes:

- Working with the Director of Technology on annual and multi-year technology plans.
- Working with appropriate constituencies to make sure the School plans financially for the appropriate support of technology on campus now and into the future.

Foodservice Management: The CFO will work directly with the outside food vendor to provide an appealing, nutritious, and cost effective food service program. This includes:

- Working closely with the School's third party vendor in providing and maintaining a quality lunch program for students and employees.
- Coordinate with staff to ensure compliance with state and local agency requirements.

Supervisory responsibilities: The CFO will primarily lead and manage members of the Business Office, Bookstore, Facilities and Housekeeping department heads and facilities personnel, and Director of Technology and Technology Team, and the various consultants and outside vendors the school engages with in support of the School's finances and operations.

To apply please send a resume, references, and cover letter to Greg Britton: gbritton@carneysandoe.com