



TRINITY ACADEMY

CHIEF FINANCIAL OFFICER

Start Date: 2027 (April preferred)

Trinity Academy

Raleigh, North Carolina | trinityacademy.com



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

The mission of Trinity Academy is to equip students to live with wisdom, excellence, and purpose in the modern world by offering an education grounded in the Christian faith and the classical tradition.

At a Glance



1999
established



~664
total enrollment



TK-12
grades



125
total faculty and staff



60%
faculty with
advanced degrees



9:1
student-faculty ratio



STATEMENT OF FAITH

Trinity Academy is not affiliated with a denomination. Enrolling families do so with the requirement that they agree to teaching and operations conducted in line with our Statement of Faith, but do not have to affirm the Statement of Faith as their own. All staff, however, must fully accept the Statement of Faith and agree to a code of conduct that includes a life committed to growing within the Christian faith. [See policy](#)

The Godhead eternally exists in three Persons: Father, Son, and Holy Spirit; and these three Persons are one God, having the same nature, attributes and perfections.

God the Father is the Creator and Preserver of all things; is omnipotent, omniscient, omnipresent, and necessarily exists; takes the initiative in revelation and salvation; is the One worthy of worship; and exercises providence, ownership, and Kingship over all creation.

The Lord Jesus Christ was incarnate and born of a virgin; exercised infallible teaching authority and miracle-working power; died on the cross as the substitutionary atonement for sin; was literally and bodily resurrected from the dead; and presently intercedes in heaven on behalf of believers.

The Holy Spirit convicts people of sin and regenerates, baptizes, indwells, seals, sets apart believers unto a holy life; keeps and empowers believers day by day; is the Teacher of the Word of God and the Guide for daily living; and is the Comforter, the One who manifests God's presence in the life of believers.

The Scripture is the verbally inspired Word of God, wholly true; and both the Old and New Testaments as originally given are infallible in their teachings and are the supreme, sufficient and final authority for faith and life.

Humankind was created in God's image, male and female God created them. (*) Though created innocent and pure, in Adam humankind fell through the sin of disobedience and being confirmed in sin is justly under condemnation and in need of redemption.

Salvation is by grace alone, not based upon good works; and is through faith alone in the person and work of Christ alone.

The Future includes the personal, visible, bodily return of Jesus Christ to earth as the Judge of all humankind; the bodily resurrection of the just to eternal happiness in the presence of God; and the bodily resurrection of the unjust to everlasting punishment, banished from the presence of God.

OVERVIEW

Trinity Academy offers a distinctively classical, Christian education to more than 650 students in Transitional Kindergarten through 12th grade, nestled within a 38- acre campus in Raleigh the capital of NC. Once often described as Raleigh's "best kept secret," Trinity has experienced significant growth over the past decade, expanding from approximately 400 students and a \$4 million budget to more than 650 students and a budget approaching \$13 million.

This growth has been stewarded by a stable and experienced administrative team, including just two Heads of School over the past two decades and a CFO who is retiring after 25 years of service to the academy. Throughout this period of growth, Trinity's commitment to its mission has remained constant: providing an excellent education grounded in the classical tradition and integrated with a distinctly Biblical worldview.

The school's growth has been accompanied by significant investment in its campus, infrastructure, and financial strength. Recent highlights include a 27,000-square-foot Upper School academic building, substantial campus and infrastructure improvements, and expanded athletic facilities including six tennis courts. Trinity is currently in the midst of a three-year, \$20 million capital campaign and is looking ahead to the development of a permanent Lower School facility of approximately 50,000-square-feet, along with an approximately 15,000-square-foot expansion of the community space ("The Commons") attached to Founders Hall.

The next CFO will join Trinity at an important moment in the school's history and serve as a strategic partner to the Head of School and senior leadership team. As Trinity moves from the alignment phase of its 15-year strategic plan into a period of refinement and implementation, the CFO will help ensure that the school's programs, facilities, financial practices, and institutional systems develop with both wisdom and intentionality. This is an opportunity not simply to steward Trinity's resources well, but to help shape the patterns of institutional conduct that will strengthen the school, preserve its distinctive culture, and secure its mission for generations to come.



CHIEF FINANCIAL OFFICER EXPECTATIONS

As the Chief Financial Officer for the Academy, the CFO will serve as a member of the Executive Leadership Team and provide strategic leadership for the Academy's financial health, operational sustainability, and business functions. The CFO will oversee accounting, budgeting, financial reporting, cash management, human resources, risk management, and Business Office operations, while partnering closely with the Head of School and Board Finance Committee to advance the Academy's mission through sound financial stewardship.

While not fully exhaustive, the following represents the general requirements and expectations:

Executive Leadership

- Support the Head of School as a visionary thought leader and trusted resource for strategic planning.
- Work closely with Director of Development to steward gifts and donors.
- Collaborate with the Enrollment Management Director to work through enrollment matters including but not limited to NC Opportunity Scholarship and the upcoming federal tax program.
- Partner with the Assistant Head of School on operational matters and budgetary implementation.
- Serve as a strategic member of the Executive Leadership Team, helping shape institutional priorities beyond financial matters while providing financial implications of operational and strategic decisions.



Financial Strategy & Leadership

- Provide strategic financial leadership in support of the school's mission, long-term sustainability, and strategic plan.
- Lead the development of the annual operating, capital budgets, long-range financial models and scenario analysis related to enrollment, staffing, strategic initiatives, compensation, tuition, facilities, and capital planning.
- Evaluate and improve financial systems, workflows, and operational processes.

Finance & Accounting (Operations)

- Maintain accurate and current financial records for the school, ensuring accurate and timely financial reporting in accordance with operational methods of the Academy along with accounting standards and nonprofit requirements.
- Lead all audits, tax filings, financial reporting, and regulatory compliance activities in partnership with the HOS and Finance Committee, ensuring timely completion of all federal, state, accreditation, financial institutions, and nonprofit requirements, including but not limited to Form 990.
- Faithfully implement all financial policies in accordance with GAAP, nonprofit accounting standards, and the Academy's own financial policies and maintain appropriate internal controls and financial procedures to safeguard school assets.
- Coordinate with all external financial institutions that manage any funds of the Academy.
- Oversee cash flow forecasting, liquidity management, payroll administration and employee benefit programs, including retirement plans, ensuring accuracy and compliance.

Business Office Leadership & Management

- Oversee all Business Office staff, supervising and developing them as employees.
- Foster a culture of accountability, service, collaboration, and continuous improvement within the Business Office, cultivating an Exemplary Organization that is aligned with the mission and vision of the Academy.
- Assist with maintaining ECFA accreditation and any other accreditations or external agencies the school partners with for accountability and growth.



11%

students receiving aid



\$12.8M

annual operating budget



\$20M

ongoing capital campaign



38 acres

campus size

Accredited by ECFA, SAIS, Cognia, and SCL



Board Relations

- Participate as a staff member in all Board Finance Committee meetings and any other Board committees/task forces as assigned, including providing any and all reporting requested.
- Ensure that all financial operations are in line with the Board by-laws and Board Policy Manual (BPM).

Risk Management & Compliance

- Ensure appropriate internal controls and fraud prevention practices.
- Coordinate any claims management, working with other staff as appropriate depending upon the claim, including facilities and technology.
- Monitor organizational risk and recommend mitigation strategies.

School Community

- Pray faithfully for our community.
- Participate actively in the life of the school attending various events such as chapels, athletics, and other community events.
- Lead the Financial Assistance Committee and communicate with families pertaining to all Financial Assistance decisions.
- Partner with other staff, particularly but not limited to, Development and Enrollment Management, around areas of financial implication in their departments (e.g., donors, external tuition sources).

In accordance with the school's mission statement and consistent with Ephesians 4:11-16, all staff are responsible for helping equip students to live with wisdom, excellence, and purpose in the modern world through an education grounded in the Christian faith and the classical tradition. This work is done in the spirit of Colossians 3:23-24, working for the Lord so that as in Matthew 5:16 students, parents, and visitors may give glory to God.

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Personal Qualifications:

- Mature Christian commitment and dedication to continue to grow in faith with a personal relationship with Jesus Christ (2 Timothy 2:15; Romans 12:9-15).
- Peaceable spirit (Romans 12:18).
- High confidentiality and integrity (Proverbs 11:13).
- Willingness to grow in knowledge and understanding of a classical Christian education.
- Passion for the mission of Trinity Academy
- Service-oriented team player who enjoys working in a collaborative setting (Mark 10:45).
- Lives in Biblical community (Psalm 133:1).
- Punctuality.
- Pleasant demeanor, strong work ethic, and energy.
- Ability to be self-directed without direct supervision.
- Completes work in a manner that is above reproach.



Knowledge and Skills

- General understanding of databases and how to operate a variety of platforms.
- Strong technical proficiency such that can utilize the platforms implemented by the school and manage systems, currently including Veracross, QuickBooks, FACTS, and Ramp.
- Excellent verbal and written communication skills; strong personal skills.
- Calm demeanor even when interacting with others in the midst of an emotional situation.



Qualifications

- Conducts personal life in a manner that does not negatively impact the ability to represent the Trinity Academy mission and vision.
- Agrees to live consistently with all policies in the Trinity Academy Faculty Handbook including the statement of faith and code of conduct.
- Able to move around campus changing work locations.

Minimum educational/experience requirements:

- Bachelor's degree
- Certified Public Accountant
- 3+ years CFO experience or 7+ years at a high-level financial role working directly with a CFO

Preferred educational/experience requirements:

- Master's degree in related field
- 7+ years CFO experience or 15+ years at a high-level financial role working directly with a CFO
- Experience at a classical Christian school, or at an independent school or faith-based non-profit

LEARN MORE

- [School Website](#)
- [Vision for Graduates](#)
- [School Profile](#)
- [Policy on Sexuality and Gender](#)
- [About Raleigh, North Carolina](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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