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## Job description: Chief Financial Officer (CFO)

### **Mission**

The CFO is responsible for the business operations and financial affairs of the school and reports directly to the headmaster. The CFO will hold suitable professional credentials (e.g., C.P.A., M.B.A., Masters in Taxation) and be experienced in accounting and business operations, preferably with experience in or knowledge of school or nonprofit business operations. Further, the CFO will be a faithful member of a Christian church.

### **Goals & Results**

1. Develop a strategic financial plan that aligns financial resources with the schools institutional strategic plan.
2. Establish a systematic approach to meeting financial targets.
3. Coordinate business functions so that the school maximizes financial efficiency in business services.
4. Align management decisions with long-term school goals.
5. Maintain a system of cost controls to foster efficient use of the school's financial resources.
6. Foster an environment of cooperation, care, and service in the finance/business office.

### **Experience / Competencies**

#### ***Leadership:***

- Serve and support the headmaster as a member of the senior administrative team. Additionally, maintain collaborative relationships with other members of the senior administrative team; to maintain cordial relationships with employees; to maintain professional and cordial relationships with parents and other clients.
- Assist and collaborate with managers of the school's auxiliary services: e.g., food services (e.g., cafeteria and vending machines), transportation services, and other areas as directed by the headmaster.
- Prepare monthly financial reports for the headmaster and Board of Trustees, and to serve as a liaison with the Board's finance committee.
- Supervise the finance office personnel in accordance with school policy.
- Carry out other duties as assigned by the headmaster.

### ***Financial Accountability:***

- Oversee all accounting and financial transactions and reporting by developing internal controls for these financial activities; these include but are not limited to:
  - Developing and monitor cash-handling procedures; to ensure proper depositing of all money collected; to ensure proper general-ledger classification of cash receipts.
  - Monitoring distribution and collection of petty-cash boxes when applicable.
  - Coordinating and monitor the procedures for recording, accounting, and collecting tuition, fees, fundraising, and donations/gifts.
  - Serving as the designated school official responsible for the school's banking relationships: deposit accounts, loan and financial instruments, cash-flow management, etc.
  - Oversee and monitor accounting procedures for Annual Giving, Capital Campaign, and other "special event" fundraising activities.
- Compile budget information; to prepare in consultation with the headmaster the school's annual budget; to maintain annual files of budget details.
  - Provide regular, timely budgetary reports to administrators with budgetary authority and responsibility.

### ***Auxiliary business operations:***

- Serve as payroll and Human Resources officer; as Plan Administrator for the school's 401(k) retirement plan.
- Record and keep on file all official documents involved in the school's business/financial operations, such as contracts, agreements, real estate titles, abstracts, vehicle titles, notes, permits, etc.
- Oversee and review the insurance programs of the school; to serve as the school's Risk Manager working to prevent exposure for liability and to ensure adequate protection against any financial or property loss.
- Prepare documentation for and to coordinate the annual audit of the school's Financial Statement of Activities and 401(k) retirement plan.
- Prepare and file all forms, reports, and documents required by the IRS and other government/regulatory agencies.
- Communicate and coordinate with other administrators in enrollment and re-enrollment procedures; in technology-plan implementation; in special events and fundraising efforts; in physical-plan maintenance and renovations/constructions; in monitoring auxiliary operations.

### **Core Behavioral and Character Traits**

- Impeccable Integrity
- Deeply Relational
- Value exceptional team work
- Model and demand high standards of excellence
- Possess and value Intellect
- Appreciate flexibility to adapt
- Proactive – lead from ahead and not behind