



Reports to:	President	Work Year:	Full Year
Job Classification:	Exempt (Executive)	Pay Scale:	Administrator

JOB SUMMARY

The Chief Financial Officer provides guidance to the President of Saint Francis High School regarding the overall financial policies and business practices of the school. This position is responsible for all financial and business related activities to assure effective and efficient resource management. The Chief Financial Officer serves as a member of the executive leadership team of Saint Francis High School.

Primary responsibilities include: management of the school's reporting systems and procedures in accordance with the not for profit GAAP policies, procedures and reporting; preparation of the operating budget required to establish the school's tuition and compensation recommendations to the Finance Committee of the Board; completion of the Annual Audit; budget preparation; financial aid and assistance in the enrollment and re-enrollment admissions processes. The President may assign additional responsibilities.

The Chief Financial Officer reports to and serves at the discretion of the President of Saint Francis High School and with the Board of Directors. The Controller, Human Resources Director, Accounts Payable Coordinator, the Business Office Administrative Assistant and Food Service Director report directly to the Chief Financial Officer.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

Policies and Procedures

- Establishes and implements policies and procedures related to the business operations of the school, including human resources, financial management, food services, risk management, and management of fixed assets
- Advises President, SFHS Board and Principal on business related activities
- Advises President and the SFHS Board on the development of financial plans and projections as required
- Monitors operations to ensure compliance with spending and budgeting policies and procedures
- Keeps abreast of current legislation regulations, and business practices affecting school operations including new developments and changes to Generally Accepted Accounting Principles in the Non-Profit Sector

Operations

- Supervises the accounting, human resources, and performs the management functions of the school's Business Office, establishing an effective team dynamic
- Provide regular feedback to and evaluation of Business Office staff
- Oversees financing strategies and activities, as well as banking relationships

- Conducts periodic studies on the effectiveness of business and financial policies and programs providing insight into the school's operations. Makes recommendations for improvement when necessary
- Carries primary responsibility for school's internal controls, policy formulation and oversees the approval and compliance procedures inherent in the Procurement Policy
- Reviews and recommends action to the President of Saint Francis High School of major school contracts
- Oversees and keeps current a schedule of all fixed assets and, in consultation with the President and the Board Finance Committee Chair, oversees a schedule of upgrades and replacements of fixed assets and major projects
- Interfaces and negotiates with outside auditors, banks, leasing companies, insurance and regulatory agencies

Budget/Financial Management

- Working with the Controller, formulates and submits a proposed school budget to the President and the Board Finance Committee Chair on an annual basis
- Monitors individual and department accounts to ensure compliance with the budget
- Provides monthly reports on budgetary performance to the President and appropriate school administrators
- Supervises an annual independent audit of the school's financial statements and internal controls
- Oversees the development of financial accounting systems required to maintain not-for-profit GAAP accounting.
- Oversees cash flow, investment and asset management

Risk Management

- Manages the Risk Management Operations
- Determines and ensures that appropriate insurance coverage is in place
- Recommends and develops procedures to limit liability exposure and risks to students, employees and campus guests

Human Resources

- Working in conjunction with the Human Resources Director, oversees employee benefits, retirement plan, personnel issues, and assists the HR Director liaise on legal matters
- Consults with faculty and classified employee representatives on matters related to compensation and benefits
- Stays current on new developments, practices, regulations and legislation in the human resources field
- Ensures that a robust and thorough employee performance management process is in place that includes but is not limited to clear goals and objectives with metrics, performance reviews, and process to align performance to compensation changes

Saint Francis High School Board of Directors

- Serves as general consultant to the Board on all areas of accountability of the Chief Financial Officer
- Serves as staff liaison to various sub-committees to the Board of Directors, which include the finance, investment, audit, and facilities
- Works with Board Finance Chair on financial concerns of the Board

Communications and Relationships

- Works closely with the President, the Principal, and the Leadership team, on all financial related matters
- Participates as a member on numerous school committees and assists in the preparation and presentation of reports for:
 - o Administration [Full Team]
 - o Institutional Leadership Committee [President's Office]
 - o Finance Committee of the Board
 - o Endowment Management Committee
 - o Growth Fund Committee
 - o Edge Fund Committee
 - o Other Committees as requested or required by the President
- The CFO will have a leadership presence at Saint Francis that will be felt by all SFHS constituents, Faculty, Operations Leadership, IA, Board, Students, etc.
- Attends evening and weekend Saint Francis High School events when needed

MINIMUM REQUIREMENTS

Experience and Skills

- Seven to ten years of experience in the field of finance or accounting, with several years in a decision-making and leadership role in the Financial field for a school of comparable size or not for profit entity
- Experienced in strategic planning, knowledge of accounting, budgeting, and cost control principles including GAAP in the Non-Profit sector
- Must have excellent leadership skills to motivate and inspire co-workers to produce quality reporting within scheduled timeframes
- Must possess excellent analytical and interpersonal skills. Excellent written and public speaking ability.
- Must have the ability to set and meet goals in a timely manner
- Must be knowledgeable of the appropriate system software utilized by the Business Office in the reporting of the financial operations of the school

Educational Requirements

- Business, Finance or Accounting degree from an accredited college or university
- Master's degree and/or CPA preferred

Behavioral Job Attributes

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action for all financial matters
- Self-starter who is driven to learn and to improve professional skills, modernize internal systems and implement best practices
- Team-player willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

Physical Requirements

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Saint Francis High School is an Equal Opportunity Employer.