



Chief Financial Officer



The Opportunity

Maclay School seeks a new **Chief Financial Officer** and aims to fill the position by July 1, 2023. Maclay's mission is "to provide a liberal arts education and enable each student to develop their inherent ability to the fullest extent with a balance of discipline and freedom."

The School has retained Big Back Pack to execute a national search for its next CFO.

Maclay School is Tallahassee's premier co-ed independent day school serving 1100 students in pre-kindergarten through grade twelve

To Apply

Please email resume and cover letter to

HackerBurr at hacker@bigbackpack.org





Chief Financial Officer

The Position

The new Chief Financial Officer will oversee all aspects of the School's finances and business operations, working closely with the Head of School, Board of Trustees, and senior leadership. Human Resources is a large component of the position. S/he must forge strong relationships within the larger school community, and will be asked to manage roles and responsibilities of the Business Office staff to advance the continued high quality of service to the mission of the school. The Chief Financial Officer is a member of the Senior Leadership Team and reports directly to the Head of School.

MacLay School has earned the reputation as the premier choice for families in the Tallahassee area. The School continues to benefit from energizing and visionary leadership from its Head of School, Administrative Team and Faculty, as well as increasing enrollment and superb financial management.





Chief Financial Officer

Primary Responsibilities and Areas of Oversight

- The budget process, financial management and financial results;
- Oversight of the HR Office, including benefits and pay;
- Regulatory issues and risk management;
- Leadership of the strategic planning process for the School;
- Integral member of the Financial Aid committee;
- Manage the School's tech department and infrastructure support;
- Special project leadership;
- Facilities management;
- The CFO provides primary support to the Finance, Audit, Risk Management, and Buildings and Grounds Committees of the Board.
- The CFO leads, supervises, and manages the Business Office Staff, Facilities Staff and Food Services. They oversee the outsourced contracts for the school.

Additional Skills and Requirements:

- Ability to lead the organization in handling multi-faceted issues. Provides leadership, strategic direction (immediate, mid-term and long-term), planning and execution in directing the day-to-day financial operations of the School.
- Effective communicator with excellent written, verbal, and interpersonal skills. Ability to communicate, listen, and seek input from and collaborate with all constituents including across leadership, Board of Trustees, administration, faculty, parents, and students.





Chief Financial Officer

Core Qualifications and Credentials:

The School is most interested in candidates who demonstrate the following qualifications and credentials:

- Bachelor's degree required; MBA preferred. Accounting or Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus.
- 10-plus years of financial and business leadership in a non-profit or for-profit organization(s). Direct experience in an independent school is desirable.
- Experience on senior administrative teams and working with non-profit Boards.
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths and weaknesses, etc.





Chief Financial Officer

Qualifications and Credentials Cont'd:

- Demonstrated experience in measuring and improving organization-wide productivity.
- Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences. Strong hands-on approach and keen attention to detail.
- Proven experience in effective cash management and bank relations.
- Experience in human resource management, employee, and payroll procedures.
- Familiarity with a variety of accounting and business operations systems including FACTS, QuickBooks Online, or similar platforms.
- Experience managing building projects.





Chief Financial Officer

Opportunities for the new CFO

- Build the School's short-term and long-term strategic financial models in conjunction with the Maclay Strategic Plan.
- Examine existing financial systems, business relationships, infrastructure and operations to provide enhanced and streamlined services.
- Continue to advance the positive relationship with the greater Tallahassee community.
- The CFO will be encouraged to bring new ideas on a range of issues, including tuition pricing, financial aid, increasing revenue and internal policies and controls that allow for effective school communications related to budgeting, forecasting, and long-term viability.





Chief Financial Officer

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Other duties as assigned by the Head of School.

Work environment characteristics described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.





Chief Financial Officer

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- References will be required; transcripts may be required.

Working at Maclay School

It is the policy of Maclay School not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status. The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement, and tuition remission).





Chief Financial Officer

To Apply

Interested and qualified candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing their interest in this particular position.
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

Hacker Burr
President and Managing Director
Senior Search Consultant
Big Back Pack LLC
hacker@bigbackpack.org

