

Position: Chief Financial Officer

Reporting Line: Head of School

School Summary

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission

Inspiring independent thinkers, principled leaders, and humble learners.

Vision

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

Position Description

All Saints Academy's Chief Financial Officer is a full-time, administrative position reporting directly to the Head of School (follows the school calendar regarding holidays). The CFO is responsible for the development, oversight and administration of all the financial and business affairs and the operation of the School. The CFO plays a key role in ensuring fiscal responsibility, transparency, and strategic financial planning while also providing supervision for the IT department, physical plant and facilities, and dining services. The CFO coordinates all capital projects and provides vision and leadership to help ASA deliver on its strategy and mission. The CFO manages and leads the Business Office functions, attends multiple Board Committee meetings with the Head of School, and oversees the data analysis and special projects related to accounting finance and other operational matters (related to IT, facilities, and dining services).

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. In addition, the CFO is expected to work closely with the Head of School on creating and monitoring the

Revised 11/14/2023

annual budget and oversees cash flow statements, and investment management, as well as manage requests from the outside auditor.

The Chief Financial Officer will:

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including: tuition billing and collection, accounts payable, contracting, payroll, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Collaborates with human resources on pay-related matters.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain accounting records related to the school's budget.
- Provide financial reports to the Head of School and the Board of Trustees with a full analysis of findings.
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Head of School and the Board of Trustees in meeting fiduciary responsibilities.
- Understand the culture and climate of the school and the wider educational environment.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback.
- Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.
- Compliance with necessary business liability insurance coverage requirements and risk management.
- Preparation of monthly financial statements including management reports for the

Revised 11/14/2023

Head of School, Finance Committee, and the Board of Trustees.

Essential Functions:

- Provide expertise, advice, and solutions in the areas of finance, accounting, tax, risk management, insurance, contracts, endowment, and investments
- Finance:
 - Supervise, lead, and develop the business office
 - Prepare all internal financial statements, reports, and reconciliations including researching and resolving issues
 - Prepare and analyze the annual budget and multi-year financial projections, investigate budget variances, and work with internal constituents to support strategic and sustainable programs
 - Oversee and prepare required documentation for the audits of the School and 403(b) retirement plan financial statements and all related tax and regulatory filings (e.g., IRS Forms 990, 990-T, 926, 5500, etc.)
 - Act as a staff liaison with reporting and presenting responsibilities to the All Saints Academy Senior Leadership Team, Employees, and select Board of Trustee Committees: the Finance and Administration, Investment, Employee Benefits, and Audit and Ethics committees of the Board of Trustees
 - Prepare and submit annual surveys with several types of financial and operational information for organizations such as NAIS, FCIS, ISAS, NBOA, S&P
 - Collaborate with the Development Office to determine appropriate classification, recording, and treatment of charitable gifts
 - Manage the school's insurance coverage, policy renewals, and claims, including property, casualty, liability, etc.
 - Supervise Accounts Payable Associate, Accounts Receivable Associate and Accountant
 - Develop and present various employee training initiatives related to finance and business office operations
 - Review, update, edit, and solicit management input on policies and procedures detailed in the Faculty and Staff Handbook, ensuring compliance with employment law and consistency with best practices
 - Other duties as assigned
- Develop, oversee and ensure implementation of financial policies, procedures, and internal controls to safeguard assets, protect confidential information and ensure

Revised 11/14/2023

accurate financial reporting.

- Serve as key strategic advisor to the Head of School, senior administrative leaders, and the Board of Trustees.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in local, regional and national professional organizations.

Primary responsibilities include but are not limited to:

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, and Audit committees 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.
- Working closely with business office personnel, ensuring that proper internal transaction processes and controls are in place and meet the standards as set forth by our independent auditor.
- Working closely with our financial institutions to ensure the proper maintenance of accounts and endowment investments.
- Oversee the functions of the Business Office, IT Department, Facilities & Maintenance, and Dining Services.
- Manage and supervise departments and staff within assigned departments related to hiring, employment, and performance appraisal

Budget Owners Management: The CFO will work closely with all Senior Leadership budget owners to ensure there are effective policies that provide staff with the support they need to understand how to effectively manage their budget. Additionally, the CFO will provide training, support, and planning documents needed to Senior Leadership team members and their staff to ensure their entire departments stay within their budget.

Minimum Qualifications:

Strong administrative and leadership skills. Ability to communicate effectively with a wide

Revised 11/14/2023

range of constituencies, including parents, faculty, staff, members of the Board of Trustees, and the community surrounding the school. Compliance with generally acceptable accounting practices, timely reporting, and accurate representation of the school's financial position. Ability to demonstrate leadership, motivation, and team building. Computer literate, working knowledge of accounting software. Degree in accounting, business, finance, or equivalent. Experience as a controller or senior finance/accounting manager.

Qualifications:

- An MBA, CPA or CMA is preferred.
- Experience working in an independent school is highly desirable.
- Minimum of 5-7 years of responsible management experience in an independent school, collegiate environment, or non-profit.
- Comprehensive knowledge of accounting, reimbursement, financial compliance, cash management, contracting, purchasing, risk management, and investing.
- Proven ability to develop a financial strategy and provide vital business insights.
- Strong business acumen and a demonstrated ability to manage teams and vendor relationships.
- Outstanding oral and written communication with the ability to present data and ideas effectively to various constituencies.
- High degree of computer literacy with Microsoft Office (Word, Excel, PowerPoint).
- Experience with Blackbaud and Business Management Software, Paylocity payroll system preferred.
- Must have an understanding of the importance of customer service and be able to provide leadership in ensuring that the Business Office is seen as a positive department within the school/organization.
- Must be a team player and have a desire to work positively with the Senior Leadership team, staff members in the Business Office, and the community in general.

Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in carrying out the Strategic Plan.

Send resumes and cover letters to HR@allsaintsacademy.com.

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