



Chief Financial Officer

Job Status: Full-Time

Reports to: Head of School

Schedule: Year Round

About the School:

Founded in 1963 as a mission of St. Paul's Episcopal Church, St. Paul's currently serves over 500 toddler-eighth grade students in the heart of Kansas City, MO. With a dynamic, dedicated faculty and a supportive, inclusive community, we exist to develop confident learners, ethical leaders, and compassionate, engaged citizens.

Purpose of the job: The Chief Financial Officer (CFO) is responsible for leading the financial management and reporting for the school, including budgeting, general ledger and property accounting, accounts payable and receivables, benefits administration, and audit management. The CFO reports directly to the head of school and works closely with the Finance Committee of the Board of Trustees. The CFO supervises the staff accountant, the director of security and operations, the director of technology, and the director of auxiliary programs.

Major tasks & duties:

- Build, with input from the head of school and administrative team, an annual operating budget.
- Manage benefits administration including the 403 B plan and the self-insured health insurance program.
- Oversee monthly general ledger and property control accounting.
- Oversee student billing and tuition collection.
- Oversee accounts payable.
- Oversee monthly salaried and hourly payroll processing.
- Lead annual audit preparation.
- Attend weekly staff meeting and designated leadership team meetings.
- Supervise the staff accountant, director of security and operations, director of technology, and director of auxiliary programs.
- Lead monthly finance committee meetings and provide needed reporting and strategic counsel.
- Assist the head of school with employee contracts and salary agreements.
- Ensure the investment policy statement is followed and investments are managed appropriately by third party vendors.

Minimum qualifications

- Bachelor's degree in accounting or finance. CPA designation preferred.
- 5-7 years of experience in a financial management role in an independent school, corporate, or non-profit setting.
- Experience with Veracross, Paycor or financial reporting and payroll systems.
- Supervisory and team leadership experience.
- Proven ability to perform in a collaborative, team-based environment.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

Expected compensation between \$120 and \$130. St. Paul's provides generous benefits, including very generous tuition remission for children of faculty and staff.

Knuckleball Consulting is assisting St. Paul's in this search. Interested candidates should contact Mike Vachow at mike.vachow@knuckleballconsulting.com.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.