



THE WOODSTOCK ACADEMY JOB POSTING

May 2, 2025

CHIEF FINANCE AND OPERATIONS OFFICER

The Woodstock Academy, an independent secondary school for grades 9-13, serves a very diverse population of local and boarding students from across the United States and the world.

The Academy is searching for a Chief Finance and Operations Officer (CF/OO). This key executive officer, who reports directly to the Head of School, works closely with other administrators, department heads and trustees in a collaborative environment. They are responsible for managing the financial health of The Academy and acts as the financial advisor and strategic partner for the Head of School. In addition, the Chief Finance and Operations Officer (CF/OO), through active leadership, manages the business, facilities, technology, food service, human resources and operational functions of The Academy.

This executive officer supports the Finance Committee, Building & Grounds Committees and with The Woodstock Academy Foundation. The Chief Finance and Operations Officer (CF/OO) is responsible for ensuring legal compliance and directly supervising those departments and employees in the assigned departments.

Minimum Qualifications:

- Master's degree in business administration, Accounting, or Educational Leadership preferred;
- Possesses or eligibility for Connecticut Certification for Business Manager OR Superintendent;
- Familiarity with independent school and/or town academy operations;
- Demonstrated excellence in human relations;
- Demonstrated leadership ability and organizational skills;
- Excellent communication, technology, and interpersonal skills;
- Positive attitude, integrity, and a sense of humor essential; and
- Other qualifications as determined by the Head of School and/or the Board of Trustees.

General Duties:

- Act as the principal financial advisor and strategic partner to the Head of School;
- Lead the planning, implementation, and management of financial operations including accounting, purchasing, forecasting, budgeting, insurance, legal, and contracts;
- Oversee institutional investments and financing activities; manage checking, savings, and investment accounts;
- Evaluate and advise on short- and long-term financial and strategic planning;
- Provide regular financial updates and analysis to the Head of School and the Board of Trustees;
- Ensure proper internal controls and documentation are in place to support independent audits;
- Administer and supervise payroll, timely tax filings, and all regulatory reporting;
- Supervise staff and manage personnel matters in areas under direct oversight;
- Ensure compliance with local, state, and federal laws, Board policies, and institutional regulations;

- Support institutional advancement and fundraising initiatives in collaboration with The Woodstock Academy Foundation;
- Partner with enrollment leadership to align financial planning with admissions goals;
- Maintain strong relationships with key municipal stakeholders and sending town representatives;
- Attend Board and committee meetings as directed; communicate financial matters through the Head of School;
- Prepare and present comprehensive financial reports to the Board of Trustees and other governing agencies; and
- Perform additional duties as assigned by the Head of School.

Submit employment application, letter of interest, resume, certification, transcripts, and three (3) letters of recommendation to:

The Woodstock Academy
Mrs. Lori G. Carminati, Director of Human Resources
57 Academy Road
Woodstock, CT 06281
lcarminati@woodstockacademy.org

Closing date: 5/16/2025

Please visit our website, www.woodstockacademy.org/about/employment, to print a copy of our employment application. EOE