



The Joy School

Unlocking A Child's Learning Potential

Title: Chief Financial Officer

Department: Administration

Reports to: Head of School

JOB DESCRIPTION

Summary of Position: The Chief Financial Officer (CFO) is responsible for all financial aspects of the School, including accounting, budgeting, long range financial planning, audit preparation, and payroll and benefits administration. This person also has significant responsibilities related to risk management and insurance.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Prepare and review accurate financial statements for budgets, investments, and capital projects for report to the Head of School, Finance Committee and Board of Trustees.
- Develop recommendations to Finance Committee for annual tuition increases, financial aid budget, and salary increments in consultation with the Head of School.
- Ensure all expenditures are consistent with approved budgets or that any deviations are approved by the appropriate authority.
- Establish and maintain procedures and internal controls for all financial aspects of the School.
- Oversee day-to-day financial operations including full accounting activities, financial investments, payroll, benefits program management, purchasing, general ledger, etc.
- Maintain and manage comprehensive property and liability insurance programs to adequately protect the School's assets.
- Attend all meetings of the Board of Trustees and Finance Committee.
- Maintain professional relationships with the School's banks, attorneys, auditors, insurance carriers, contractors, and accrediting organizations.
- File required tax returns and maintain compliance with all tax laws.
- Coordinate annual independent audit process; interface with independent auditors to secure annual audit of the School's financial position.
- Manage financial aid process and work with financial aid committee to support parents in need of financial assistance.
- Ensure legal compliance and equitable administration of compensation and benefits packages to all employees.
- Supervise and lead direct report(s) to ever increasing ownership and independence in their respective roles via regular feedback, encouragement, and annual evaluations.
- Oversee administration of and employee counseling for all benefit programs, including retirement, health insurance, dental insurance, vision insurance, health savings account, section 125, disability and life insurance, Workers' Compensation, COBRA, etc.
- Develop, propose and implement board approved annual operations and capital budgets.
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures.
- Maintain and oversee risk management protocol in terms of HR, physical plant and other liabilities.

- Create and maintain policy manuals for all aspects of business operations.
- Communicate and collaborate with administrative teams regarding budget balances, budget challenges and delinquent accounts.
- Process semi-monthly payroll and prepare related payroll management reports.
- Manage eligibility for hourly positions.
- Assist in assessing the effectiveness of all programs, policies and procedures.
- Work in collaboration with other members of the administrative team for the benefit of the School as a whole, in any capacity necessary.
- Contribute to a safe, supportive school environment for both students and parents by acting with compassion and integrity in all situations, while at the same time maintaining appropriate professional boundaries.
- Contribute to a positive school culture by building collaborative, collegial, and respectful relationships with colleagues and overtly supporting teachers, administrators, and the Board of Trustees
- Model the mission, philosophy, and goals of the School to all staff, parents, students, and the community

Required skills:

- Excellent written and verbal communication skills
- Meticulous attention to detail
- Bachelor's degree in finance, accounting or closely related field. Master's degree preferred
- Minimum 5 years independent/private school or non-profit experience
- Customer service mindset
- Ability to assess and appropriately balance needs of individuals as well as the institution

Carolyn Miller, consultant at The Education Group, is assisting The Joy School in its search for this position. Please send inquiries and/or a resume to Carolyn, carolyn@educationgroup.com | www.educationgroup.com | www.thejoyschool.org

