



Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

Job Description

CHIEF FINANCIAL OFFICER

Department:	Finance
Reports To:	Executive Director and provides direct staff support Head of School and to the Finance and Audit Committees
Provides Direction To:	Controller, Facilities Manager, Food Services, and Director of Information Technology
Status:	Salaried Exempt
Date Updated:	May 13, 2020

GENERAL PURPOSE

Under general direction of the Executive Director, the Chief Financial Officer (CFO) plans, directs, and oversees the numerous operations supporting Samueli Academy, including finance and general accounting, budgeting, facilities, food services, legal and information technology functions; serves as staff liaison to the Finance and Audit Committees; may act on behalf of the Executive Director during absences; performs other related work as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Finance

- Works with the Executive Director, Head of School and the Board of Trustees and related Board committees on short and long-term operations planning, financial projections, capital projects and campus planning
- Supervises the preparation of the monthly financial statements by the Finance staff and ExED, and makes presentations to the Executive Director, Board of Trustees and/ or Committees as appropriate; keeps the Executive Director, Head of School and Board fully informed as to the financial condition of the School
- Attends all meetings of the Board of Trustees and the following committees of the Board: Finance and Audit, and any other ad hoc committees relating to financial, operational, and planning matters
- Monitors cash flow status and supervises short and long term investment activity

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued)

- Monitors capital loans, indebtedness and inter-fund loans/transfers

- Works with the Academy's insurance brokers to secure adequate, appropriate and cost effective corporate insurance for the organization

B. Budget

- Works with the Head of School to prepare and present the annual budget for Finance Committee and Board approval, with input from the Executive Director
- Works with the Head of School to ensure that all expenditures are consistent with the approved budget or deviations from budget are approved in advance, as appropriate
- Assists and tracks the fundraising efforts of the OCF Development Department for the Academy operations, including the identification of new donors and stewardship of existing donor relationships, and attends key fundraising events in order to achieve budget goals

C. Accounting

- Implements and maintains appropriate procedures and controls for all financial systems. Oversees Finance staff and third party vendors who are responsible for Academy accounting activities such as payroll, accounts payable, accounts receivable, cash and cash receipts, general ledger, purchasing, employee benefit administration, taxes and other accounting processes
- Ensures compliance with the filing requirements of all appropriate federal, state and local tax agencies as well as other governing bodies such as OCDE and the State DOE.
- Manages relationship with the Academy's independent auditors
- Supervises purchasing and maintenance of appropriate office furniture, equipment, supplies and IT equipment to support the administrative and operational needs of the Academy

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued)

D. Facilities

- Primary contact in campus development, including the design, construction and funding of the Academy campus; work closely with the project team to ensure construction phases are completed on schedule and within established budgets.
- Directs the Facilities team in the proper maintenance of the school including janitorial, electrical, plumbing, pest control, SWPPS protocols, HVAC and any other necessary items to maintain the school
- Consult with the Head of School on the organization's information technology needs in concert with the Director of Information Technology; oversee investments in computer hardware, software and IT projects
- Monitors routine purchases of the organization and supervises bidding, negotiations and approval of major contracts

E. Personnel and Employee Benefits

- Assists the Executive Director, Director of Human Resources and the Board in establishing appropriate salary and employee benefit programs; recommends changes to enhance benefits and/or reduce costs
- Establishes annual goals and formally evaluates all employees directly accountable to the Chief Financial Officer
- Works with the Director of Human Resources to analyze and secure a comprehensive employee benefit programs for Academy staff, including health, life and disability insurance, retirement program and workers' compensation

F. Legal Affairs

- Assists the Executive Director in resolving legal matters related to in personnel, general liability, insurance and regulatory compliance

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

Required: Minimum of ten years of broad and progressively responsible executive financial management, auditing, and budgeting experience, preferably with educational or not-for-profit entities. Bachelor's degree in Finance, Accounting, or related field is required.

Desirable: Designation as a Certified Public Accountant; additional graduate level education and certification in Finance, Business Administration, and/or Accounting;

Knowledge of: Theories and practices of financial analysis and management, GAAP reporting practices, and internal controls; practices applied to educational and/or not-for-profit entities; information technology systems and applications; strategic and operations planning practices; construction, facilities development, and maintenance practices and long-term financing and funding sources; human resources practices; governance standards and expectations; principles of leadership and employee development; principles of fundraising and grants administration; financial reporting and auditing practices associated with educational and/or non-profit organizations; compensation, benefits, and corporate insurance standards and practices; principles of employee supervision, motivation, evaluation, and teamwork; principles of negotiation and contracts administration.

Skills/Abilities: Ability to create and clearly achieve financial and operational objectives; analyze, summarize, and present financial and technical information in an effective manner; exercise effective leadership, make sound financial recommendations and adopt effective courses of action; plan, organize, delegate and direct work in order to meet project and reporting deadlines; create and provide informative and accurate reports and make sound presentations concerning Academy performance; build and maintain effective relationships with the Board, its committees, management, staff, contributors, government entities, business partners, and the general public; communicate effectively, both orally and in writing; demonstrate proficiency in the use of standard computer hardware and software applications.