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

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|---|---|
| Department: | Finance |
| Reports To: | Executive Director and provides report to Board of Trustees and to the Finance and Audit Committees |
| Provides Direction To: | Controller, Facilities Manager, and Director of Information Technology |
| Status: | Salaried Exempt |
| Date Updated: | June 27, 2023 |

## GENERAL PURPOSE

Under general direction of the Executive Director, and subject to any action or direction of the Board of Trustees ("Board"), the Chief Financial Officer (CFO) plans, directs, and oversees the numerous operations supporting Samueli Academy ("Samueli Academy"), including finance and general accounting, budgeting, facilities, 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. All functions and responsibilities of the CFO are subject to any powers and/or duties as the Board or Bylaws may require and are subject to change by the Board at any time.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Finance

- Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of Samueli Academy's properties, transactions, and financial affairs.
- Shall send or cause to be given to the Board, including any individual Trustee so requesting, such financial statements and reports required by law, by the Bylaws, or by the Board and shall be open to inspection by any Trustee at all reasonable times.
- Shall deposit or cause to be deposited, all money and other valuables in the name and to the credit of Samueli Academy with such depositories as the Board may designate and as otherwise required by the Bylaws or applicable law.
- Shall disburse or cause to be disbursed Samueli Academy's funds as the Board may order and as otherwise required by the Bylaws or applicable law.
- Shall render to the Executive Director, the Chairperson of the Board, or the Board, when requested, a full account of all transactions as Chief Financial Officer and of the financial condition of the School.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued)**

- 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.

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

- Works with the School'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 School's 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 Samueli 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 School's independent auditors and works with the School's audit committee to effectuate annual audit by outside auditors.

- Supervises purchasing and maintenance of appropriate office furniture, equipment, supplies and IT equipment to support the administrative and operational needs of the

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (continued)**

School.

D. Facilities

- Oversees with the assistance of the Director of Facilities and Construction campus development, including the design, construction and funding of the Samueli Academy campus; work closely with the project team to ensure construction projects are completed on schedule and within established budgets.

- Oversees with the assistance of the Director of Facilities and Construction the Facilities team in the proper maintenance of Samueli Academy including janitorial, electrical, plumbing, pest control, SWPPS protocols, HVAC and any other necessary items to maintain the school.

- Consults with the Head of School on the organization's information technology needs in concert with the Chief Technology Officer; 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, Chief People & Culture Officer 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 Chief People & Culture Officer to analyze and secure a comprehensive employee benefit programs for Samueli 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 Samueli 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.