



Chief Financial and Operations Officer

Full Time

Start Date: January 2025 or until filled

SCHOOL MISSION:

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

THE POSITION:

The Chief Financial and Operations Officer (CFOO) is responsible for providing strategic leadership, analysis, and management of finances, human resources, technology and operations. This position reports to the President/Head of School and is a member of the School's leadership team. The CFOO will directly and indirectly oversee staff in the business office (1), facilities department (5), technology (2), and food service (3).

QUALIFICATIONS:

- Bachelor's degree required; MBA and CPA preferred.
- Familiarity with accounting software, Blackbaud or equivalent preferred.
- Must be comfortable with technology and technology-based tools for managing work.
- High proficiency in Microsoft Excel.
- Excellent written and verbal communication skills and comfort with public speaking.
- Experience in financial planning, analysis and general accounting.
- Experience in private, Catholic, independent education or similar non-profits is a plus.
- Sound business judgment, financial acumen, and strong problem-solving skills.
- Strong interpersonal skills and ability to work collaboratively with different constituents.
- Ability to think strategically and creatively while tending to daily practical matters.
- Comfortable managing external relationships with auditors, contractors, suppliers and other professionals.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Budget and Finance:

- Provide strategic guidance to the President/Head of School and the Board of Directors regarding financial sustainability and financial strategies.
- Steward all financial resources, maintain, and develop banking relationships.
- Develop financial models for strategic and business planning and analysis.
- Direct and analyze studies of general economic, business, and financial conditions and their impact on the School's policies and operations and prepare long-range forecasts.
- In collaboration with the President/Head of School, develop and monitor all aspects of the school's \$7M annual budget.
- Communicate and drive the collaborative budgeting process with all school groups.
- When necessary, prepare and oversee capital project budgets and financing.
- Report regularly to the President/Head of School in a concise and transparent manner.
- Ensure accuracy of business office procedures and compliance with internal policies and controls.
- Supervise and oversee accounting, tuition contracts, vendor agreements, insurance policies, and all fund disbursements.
- Develop, with other members of the Financial Aid Committee, policies and procedures governing the determination of financial aid awards. Supply financial models supporting the decision.
- Oversee an annual audit and other government filings required.
- Ensure compliance with all federal, state, and local laws and tax regulations.
- Monitor the School's \$18M endowment and investment portfolios.

Human Resources:

- Responsible for the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance; productivity, recognition, and morale; health and safety; and training.
- Oversee payroll and employee benefits, including accrued vacation, health plan, insurance, retirement, and other benefits as appropriate.
- Ensure the accurate and timely administration of payroll.
- Prepare/review all employment agreements prior to distribution.

Facilities, Operations, and Technology:

- Supervise the Director of Facilities and support their staff.
- Oversee and monitor internal policies, practices and systems to facilitate the safe and efficient operation of the school facilities.
- Working with the Principal and Dean of Students, lead the school's emergency preparedness planning.
- With assistance from the Director of Facilities, ensure safe, secure and well-maintained buildings, equipment and grounds.
- When necessary, participate actively with the diocese, architects, construction firms, and consultants on major construction and renovation projects.
- Working with the Principal, supervise the Technology staff.
- Oversee and monitor the technology information systems infrastructure and outside provider performance and contract.
- Develop a technology and facilities master plan, in cooperation with appropriate committees.
- Ensure smooth operation of the food service program; collaborate with Sodexo employees, request/review monthly financial reporting and student participation.

General:

- Work collaboratively and harmoniously with all departments and colleagues in the school.
- Manage and support all staff reporting to CFOO position.
- Maintain and improve processes to match independent school best practices and have awareness of business office guidelines from NBOA, NCEA, and other professional organizations.
- Engage in professional development to keep informed of independent school issues and trends as well as necessary compliance mandates.
- Manage and maintain employee policies and procedures; update the Personnel Handbook annually and as needed.
- Serve as liaison to the Finance/Audit/Investment Committee of the Board of Directors.
- Possess a professional, understandable presentation style suitable for board meetings as well as for co-workers.
- Performs other related tasks as assigned by the President/Head of School.

NOTE:

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

COMPENSATION:

Salary will be commensurate with the candidate's education and experience and will be competitive with schools and nonprofits of similar size.

Fulltime, 12-month, salaried position based on 37.5 hours/week

Flexible work schedule during school breaks and summer

Benefits eligible: health, dental, vision, retirement, paid time off

TO APPLY:

1. **Email** a cover **letter of interest**, a **resume**, and **three to five professional references** with contact information (relationship to applicant, email, and phone - note: references will only to be contacted with your permission for candidates advanced as finalists) to Dr. Paul Harrington, at **careers@popefrancisprep.org**

2. Review of applications will begin immediately, and qualified candidates will be contacted for interviews.