

Chief Financial Officer – Archbishop Mitty High School (San Jose, CA)

Job Description:

Title: Chief Financial Officer

Department: Business Office

Responsible to: President

Purpose:

Reporting to the President, the CFO is responsible for directing the fiscal functions of the school in accordance with generally accepted accounting principles and in service of the school's strategic goals and objectives. They are responsible for the day-to-day business of the School which includes: accounting, financial analysis and reporting, budgeting, banking, investment management, risk management, human resource administration and facilities.

Duties and Responsibilities:

- Administrative control and supervision of all business and financial operations of the school.
- Manage all capital improvement projects as well as overseeing building and grounds to insure that the school is in excellent condition at all times.
- Leading the financial relationship with Board committees: Finance/ Audit, Facilities and Strategy.
- Partnering with the President and Board of Regents to develop the annual operating budget and structuring and maintaining a long-range financial model for the school.
- Serving a key role in the employee and vendor contract processes as well as in legal matters and employee benefits.
- Serve as a member of the financial aid committee.
- Manage salary review process, benefits administration and long range salary forecast.
- Day-to-day management of the operating budget and working with all school departments to ensure expenses are managed efficiently and the budget is achieved.
- Preparing for the annual audit of the school's finances.
- Work with Investment Managers to maximize return within acceptable risk tolerances for our \$20M+ endowment/reserve.
- Strategic financial forecasting: identifying opportunities to strengthen the school's programs to increase revenue, while at the same time control cost, and preparing financial models to inform and support leadership decision making.

Qualifications:

The successful candidate will be a highly competent, detail-oriented and strategic financial professional who will understand and embrace the school's mission and will continue a tradition of responsiveness and understanding. He or she will be an individual who will successfully partner with the school's leadership in providing day-to-day financial management, as well as the strategic financial visioning to continue to move the school forward. The successful candidate will possess:

- Strong leadership, management and interpersonal skills that will ensure the effective stewardship of a strong, forward-looking school.
 - Highly effective hands-on financial management skills coupled with an ability to set priorities and implement decisions in a timely fashion.
 - The ability to work positively and collaboratively with different groups within the school to advance the institution's financial future and stability.
 - Demonstrated skill in building and managing financial, human resources, facilities and administrative teams.
 - Proven sound business judgment and overall financial acumen as well as effective strategic, analytical and problem-solving skills.
 - Excellent verbal and written communication skills.
 - Strong personal skills, approachability, good humor and team-oriented.
 - An understanding of the financial and strategic decisions that are encountered in a not-for-profit, mission-driven institution.
 - The ability to envision, articulate, advance, and implement effective approaches to balancing competing financial needs within the institution.
- Archbishop Mitty High School seeks an experienced finance professional to partner with the President and Board of Regents. Prior independent school experience is not required, although non-profit GAAP fund accounting knowledge will be helpful. We are looking for someone with an appropriate business education with a Bachelor Degree in Accounting or Finance and while an MBA would be interesting it is not required. The candidate should have at least 15 years of financial management experience with a history of growth, increasing responsibility and promotion. They should also have a minimum of 5 years experience as a CFO of a large (\$40M) organization. The Chief Financial Officer will have the opportunity to join a strong, positive school community and work as a key member of the school's leadership team as it plans and implements strategic initiatives.

Archbishop Mitty High offers a competitive salary and benefits. Inquiries will be treated confidentially and review of candidate files will begin immediately.

How to Apply:

Please submit cover letter and resume to Tim Brosnan at tbrosnan@mitty.com.