



Chief Financial Officer (Full Time/Exempt)

Our Mission: At Marburn Academy, we celebrate students who learn differently, empowering them to awaken their potential, to achieve success in school and life, and to affect positive change in our communities.

Position Description

This role serves as the lead financial officer of Marburn Academy. The position has primary responsibility for managing and facilitating the functions of the business office, human resources and operations including building management.

The Chief Financial Officer (CFO) reports directly to and serves as a strategic partner to the Head of School and is a member of the Executive Team. The CFO serves on the Board of Trustees Finance Committee, as well as other committees as directed by the Board. The CFO provides leadership and management of the School's finances. It is the responsibility of the CFO to set Marburn's financial policy and direction; in addition to leading the financial administration, business planning, and budgeting.

Primary Responsibilities

- Oversees a team of 3 -5 full time employees.
- Support the Head of School and the Board of Trustees in the development of school policies and procedures that support the mission of the school and safeguard the well-being of the school and its employees;
- Develop and manage, with the Head of School and Finance Committee, the annual operating budget, the long-range financial plan, and budgets related to special projects and/or capital campaigns; and
- Prepare regular financial reports for the Finance Committee and the Board which reflect the financial position of the school in comparison with the approved budget.

Business Operations

- Supervise the work of the business office staff and use standard accounting and bookkeeping procedures, keep an accurate continuous record of the cash and financial position and manage the financial operation of the School so that the institution remains financially stable;
- Responsible for human resources functions, including writing, implementing and maintaining appropriate personnel policies; overseeing the preparation of payroll and benefits programs including health insurance and retirement programs; overseeing the administration of hiring, retention, termination, and personnel records; ensure all programs are in compliance with federal and state laws and regulations;
- Oversee all school purchasing, cash management, financial investments, banking activities, payroll and benefits program;
- Secure an annual audit of the school's financial records and financial positions;
- Oversee the preparation of financial records for annual independent audit and assist the audit team in preparation of form 990 and other returns, including the form 5500;
- Provide regular department expenditure reports and oversee department budgets and adherence;
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect people and property; and



- Oversee the administration of financial assistance awards as a member of the Financial Aid Committee, working with the Head of School, the Associate Head of School, and the Director of Admission; overseeing the enrollment contract process for students and families.

Facilities Management

- Provide leadership and direction to the Building and Maintenance Supervisor who oversees the physical operation of the school; oversees the maintenance and cleaning programs; develops, maintains and reports all required environmental, health and maintenance standards as required by law and ensures compliance with all regional, state and federal regulations and laws as they impact the school; and, oversees the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions; and
- Oversee campus security and emergency preparedness.

Other Duties

- To represent the school at various regional, state, and national associations relative to the role of being the lead financial officer; and
- To perform other duties as assigned by the Head of School and support the school and its leadership.

Skills and Knowledge

- Understanding of and commitment to Marburn's mission and core values
- Complete knowledge of not-for-profit administration and accounting practices
- Excellent skills in oral and written communications
- Strong understanding of employment law and practices
- Strong understanding of school administration
- Customer-oriented with great people skills
- Ability to work within a team environment and get along well with others
- Ability to balance multiple tasks and projects, and handle deadlines
- At least five years of proven managerial, problem-solving and planning capability
- Significant experience in responsibly managing financial, administrative and day-to-day business operations
- Ability to interpret and explain complex issues and their financial/operational implications
- Must be highly analytical and able to multitask and complete projects in a timely manner
- Detail oriented and organized
- Ability to employ flexibility and creativity in the execution of duties

Education and Experience

- Minimum 4-year related degree in Accounting/Finance or related field
- CPA or MBA preferred
- 5+ years of related experience

Legal Requirements

- All employees of Marburn Academy must pass required criminal record checks and appropriate background checks, including proof of academic credentials.

Qualified candidates should send their resume and cover letter to hiring@marburnacademy.org