



Lake Ridge Academy

Chief Financial Officer Search

LEADERSHIP OPPORTUNITY STATEMENT | For January 7, 2019

Lake Ridge Academy | 37501 Center Ridge Road | North Ridgeville, OH 44039

Deadline: October 1, 2018 lakeridgeacademy.org Independent Day School: Grades K-12

LAKE RIDGE AT A GLANCE

Founded: 1963

Type: Co-Ed Day
School

Grades: K-12th

Enrollment: 420

Student-Teacher
Ratio: 8-1

Diversity:
44% Students of
Color

AP: 68 students took
133 AP exams in
2017

Average Tuition:
\$24,108

Professional
Affiliations: NAIS,
ISACS, OAI, College
Board

Head of School:
Mitch White

Lake Ridge Academy is an independent, nonsectarian day school with coeducational classes from kindergarten through grade 12. Founded in 1963, Lake Ridge Academy is the only independent college preparatory school on Cleveland's west side. Today, the school serves about 420 students with an upper school (grades 9-12) enrollment of approximately 180. The school is located on a 93-acre campus in North Ridgeville, a suburb 25 miles west of Cleveland. Students travel by bus or car from over 40 surrounding communities. All students are college bound; they represent diverse ethnic and racial backgrounds.

Socioeconomic diversity is assured by a financial aid program, which assists students in grades K-12. The 28 Upper School faculty and administration teach classes ranging from 4 to 18 students in size. Approximately eighty percent hold advanced degrees, with three holding Ph.D.'s. The mission of the school is to send into a changing world confident young people of integrity who think critically and creatively while embracing the joy of lifelong learning.

The pillars of the academic program are three Centers of Excellence: Scientific Exploration and Research, Fine Arts, and Global Citizenship. These centers are focused academic programs that provide enhanced learning opportunities for all K-12 students. The Centers build awareness, knowledge, and applied skills in the Lower and Middle Schools, so that students are well prepared for rigorous and specialized coursework in the Upper School and college.

The Position

Lake Ridge Academy has enjoyed highly effective and stable leadership throughout its operations, including in the area of Finance and Business Operations. Following a national search, Lake Ridge appointed a new Head of School, Mitch White, effective July 1, 2018. Mitch succeeded Carol Klimas, who led the school for 11 years and oversaw steady increases in enrollment and development, culminating in a successful 5-year, \$17 million 50th anniversary fundraising campaign. Early in 2018, Lake Ridge's long-time Chief Financial Officer, Cynthia Seidel, announced her intention to retire effective May 30, 2019, generously giving the school more than a year's notice in order to find her replacement, and bring him or her up to speed. The school plans to hire a new CFO effective January 7, 2019, allowing five months of overlap with Cynthia during the transition.

Salary will be competitive with schools and other non-profits of a similar size. In addition to common employee benefits including health insurance subsidized by Lake Ridge Academy and a 403(b) plan, Lake Ridge provides a generous tuition remission program for children of employees. Lake Ridge Academy will provide equal employment opportunity without regard to race, color, sex, gender, gender identity, age, religious affiliation, sexual orientation, disability, ethnic background or country of origin.

Job Responsibilities

The Chief Financial Officer at Lake Ridge Academy is responsible for the overall financial oversight and management of the school, providing timely and accurate financial data, overseeing the school's outside audit, and ensuring the integrity of all accounting information. In addition, the CFO has broad responsibilities in other areas: he or she will be responsible for all human resources functions, awarding and administering student financial aid, and overseeing transportation at the school. The CFO will manage a staff of two in the business office as well as all transportation employees. He or she will regularly prepare and present financial information to school leadership, the Board of Directors, and Board committees. The CFO also will also interact with donors, potential donors, parents, and prospective families. The CFO reports to the Head of School, and is a member of the senior leadership team. A detailed job description including all essential job functions and specific responsibilities will be provided to candidates before the first interview.



Minimum Requirements



- The successful candidate will be able to demonstrate that he or she has a proven track record of integrity, flexibility, collaboration, and transparency in the workplace. He or she should have a customer service orientation, be a creative problem solver, and be able to make effective presentations.
- Bachelor's degree in Finance, Business Management, Accounting or a related field.
- At least five years of experience in a financial leadership role.
- Demonstrated ability to independently record, audit and enter financial transactions.
- Comfort and experience working in an environment with limited resources.
- A pre-employment background check will be conducted on the successful candidate, including a criminal history check, credit check, and confirmation of prior employment and educational background.

Additional Desired Requirements



- One or more advanced degrees in a related discipline, such as accounting, finance, business or non-profit management.
- One or more professional certifications such as a CPA or similar credential.
- Experience with preparing audited financial statements.
- Experience in managing the Human Resources function.
- Experience working in a non-profit environment, especially an independent school.

Summary of the Search Process

- Interested candidates should email a cover letter addressed to Mitch White, Head of School and a resume, both in PDF format, to humanresources@lakeridgeacademy.org.
- The interviews will take place in three rounds:
 - Round One: A one-on-one screen with the head of school, which may happen on or off campus, during the day or after hours.
 - Semi-Finalists: A full day on campus at Lake Ridge Academy, meeting with the search team, which will include the head of school, current CFO, business office employees, leadership team peers, and other representatives from the school.
 - Finalist: Finalists will be introduced to board representatives off campus, including the Vice Chair of the Board and the Finance Committee Chair.
 - Offer: We plan to make an offer in late 2018 for a January 7, 2019 start date.

