

Job Description



Title: Chief Financial Officer

Status/Schedule: Exempt. To be coordinated with the School's operation and needs

Reports to: Head of School

Overview: Trinity School is a premier elementary day school serving preschool to Grade 5 in Menlo Park, CA. A purposefully small school, Trinity has partnered with parents for over fifty years to grow children, one at a time, into motivated and capable problem solvers with big hearts. Trinity School continues this tradition by envisioning the primary role of the CFO as the staff person responsible for working closely with the Head of School and under the oversight of the Finance Committee and the Board of Trustees to ensure the legal, ethical, and sustainably financial practices of the school.

Job Summary: The CFO is responsible for managing the school's resources in a prudent and careful manner, consistent with the mission and goals of the school. She/he understands the mission, standards and policies of the school, contributes to their formulation and evaluation, and is able to interpret them to others. The CFO manages the financial, accounting, human resource and facilities activities of the organization.

Responsibilities:

1. Upholds the mission of Trinity School
2. Upholds the NAIS and CAIS Principles of Good Practice
3. Coordinates all functions of the business office following priorities set by the Head of School and the Board Finance Committee
4. Manages accounting and financial reporting
 - a. Oversees receipts, disbursements, and recording of accounts
 - b. Oversees student billing for tuition, extended care, and auxiliary programs
 - c. Oversees TPA financial reporting
 - d. Analyzes accounts for trends and variances from budget
 - e. Prepares quarterly and annual financial reports
 - f. Coordinates and supports the annual audit; implements internal control procedures in the business office; advises Head of School on overall internal control procedures.
 - g. Plans, monitors, and communicates to ensure the School meets bond financing covenants
5. Coordinates budget process and reporting
 - a. Participates in NAIS, ISBOA, and ISM surveys analyzing survey results

- b. Collects and analyzes data from public schools and other external sources
 - c. Meets with faculty and administrative staff regarding resource needs
 - d. Drafts and revises budgets for consideration of Head of School, Finance Committee, and Board of Trustees
 - e. Prepares long-range revenue projections and meets annually with the treasurer and host parishes to set usage fees.
 - f. Prepares periodic control reports for faculty, administrators, Finance Committee, and Board to facilitate close monitoring of expenses
 - g. Prepares reports required by Trinity's bond financing arrangement
6. Manages relationships with financial service providers
- a. Implements the school's investment policy
 - b. Analyzes and reports investment portfolio performance to the Finance Committee
 - c. Controls and accounts for expenses associated with the accounts
 - d. Monitors service vendors and investment and financing options
 - e. Maintains relationships with bond financing underwriter, trustee, LC provider, and legal counsel
7. Manages cash and collections systems
- a. Manages cash to maximize return while maintaining adequate available funds
 - b. Oversees collection of tuition and auxiliary program receivables, ensuring that accounts in arrears are handled appropriately
8. Manages human resource functions
- a. Oversees new employee induction including background checks, mandated notifications, health checks, payroll, and benefits enrollment
 - b. Administers benefits program including Diocesan benefits (medical, dental, disability, etc.) flex plan, 403(b) retirement plans, and workers' compensation
 - c. Oversees semi-monthly payroll and reviews quarterly and annual tax returns
 - d. Oversees annual employee notifications and handbook updates
 - e. Prepares annual employee contracts and compensation reports
 - f. Monitors independent contractor agreements and payments; oversees Form 1099 preparation
 - g. Assists with recruiting administrative employees
 - h. Serves as the point person for compliance with employment law
9. Risk Management
- a. Places insurance contracts to maintain adequate comprehensive, property, liability and D&O coverage
 - b. Coordinates compliance with regulations under OSHA, Menlo Park Fire Department, the San Mateo County Health Department, and other agencies as required

- c. Serves on the Safety Committee with focus on employee safety and emergency preparedness to enhance the School's ability to respond to adversity:
 - i. Oversees the emergency preparedness effort, including annual training, practice including, and supply restocking
 - ii. Updates the Trinity School Emergency Plan annually
 - iii. Provides quarterly safety training for employees
 - d. Files required corporate reports with governmental agencies.
 - e. Obtains legal counsel as appropriate
10. Manages financial aid
- a. Coordinates annual Financial Aid Committee process for evaluating applications and making grants
 - b. Meets with applicant families as appropriate to determine need and how the School can best support the child or children's enrollment
 - c. Negotiates billing schedules and sets up contracts
 - d. Works with external funding sources to secure grants
11. Facilities renewal and maintenance
- a. Coordinates planning for major and cyclical renewal of facilities
 - b. Contracts suppliers and supervises installations
 - c. Negotiates annual contracts with ground maintenance, setup, and custodial contractors. Supervises work throughout the year.
 - d. Manages summer and school-year upgrade and repair projects
12. Supports development efforts
- a. Works closely with the Head of School and others to facilitate fund-raising efforts
 - b. Coordinates the sale of donated securities with brokers
 - c. Oversees credit card contribution deposits and account reconciliations
13. Supports auxiliary programs
- a. Supervises the Auxiliary Program Coordinator
 - b. Communicates roles and responsibilities for program implementation
 - c. Provides financial modeling and reporting for auxiliary programs
14. Serves on Tech Core
- a. Supports technology implementation in the administrative area and integration into the curriculum with effective resource planning
 - b. Serves as contact for limited support during summer recess
15. Participates as member of the Tuesday Trio, the core administrative counsel
16. Serves on the Finance Committee of the Board of Trustees
17. Serves on capital projects committees in planning, design, and construction
18. Attends Board meetings
19. Attends TPA meetings

20. Maintains professional relationships with local and national organizations to ensure professional growth and understanding of best practices

This job description describes a general category of jobs. The employee may be assigned other duties, in addition to or instead of those described here, and any duties are subject to change at any time according to the needs of the School.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills
- Excellent organizational skills: accurate and attentive to detail
- Effective time/project manager
- Able to manage several projects simultaneously
- Knowledge of computer applications related to business office job functions
- Mature, energetic, intelligent with professional demeanor
- Good judgment and creative problem-solving
- Commitment to development of relevant professional knowledge, skills, and abilities
- Cheerful, flexible self-starter
- Outgoing, and optimistic with well-developed interpersonal skills
- Thrives in fast-paced environment
- Team player who can discern when to lead or follow
- Strong knowledge of school management including finance, human resources, and non-educational systems that support the School's institutional strength and future viability
- Knowledge of fundraising systems and practices
- Ability to effectively negotiate in a way that supports the interests and mission of the School
- Ability to resolve conflicts while maintaining the rights and human dignity of all parties
- Knowledge, willingness, and ability to support the canons of the Episcopal Church
- Trinity School is a non-smoking environment

Credentials and Expertise:

- Master's Degree with specialization in business administration, school administration, or a related field, OR Bachelor's Degree with specialization in business or accounting and designation as a Certified Public Accountant
- Five years experience in finance or accounting, including at least three years in a supervisory capacity. Experience in not-for-profit sector preferred
- A copy of the academic diploma of highest achievement as well as copies of specialized credentials are required for the personnel file for those hired after 6/30/07.

Performance Review:

Based on this job description and annual goals progress and reporting