



Indian Mountain School

Lakeville, CT

www.indianmountain.org

PROFESSIONAL OPPORTUNITY

JOB TITLE: Chief Financial Officer (CFO)

OVERVIEW:

Indian Mountain School (IMS), an independent day and boarding school in Lakeville, Connecticut serving students from Pre-Kindergarten through grade 9, seeks an experienced leader and strategic thinker to serve as the Chief Financial Officer (CFO). The full-time, exempt position is open July 1, 2024.

The Chief Financial Officer is a senior member of the IMS leadership team reporting directly to the Head of School and is responsible for the development, oversight and administration of all the financial and business affairs and the operation of the School. The CFO plays a key role in ensuring fiscal responsibility, transparency, and strategic financial planning while also providing supervision for the IT department, physical plant and facilities, dining services, security/risk management, and contract/auxiliary services. The CFO coordinates all capital projects and provides vision and leadership to help IMS deliver on its strategy and mission.

RESPONSIBILITIES:

- Develop and implement financial strategies that support the School's mission and goals and are consistent with the organization's fiscal policy and compliant with state and federal laws.
- Effectively manage the financial operation of IMS including endowment, investments, cash management, financial analysis, budget management, debt compliance, and all tax- exempt financing.
- Engage in cooperative decision making with the Head of School and Board of Trustees; serve as liaison to the Finance and Investment Committee, Audit Committee and Buildings and Grounds Committee providing required reporting.
- Maintain accounts in accordance with the pronouncements of the Financial Accounting Standards Board of the American Institute of Public Accountants related to nonprofit organizations.

- Oversee the functions of the Business Office, Human Resources, IT Department, Buildings and Grounds Department, and Contract/Auxiliary Services.
- Manage and supervise department and staff within assigned departments related to hiring, employment, performance appraisal, and recommend compensation accordingly.
- Supervise the preparation of the annual operating budget, and present to the Trustees for approval. Prepare quarterly financial reports for Trustees, management and department managers.
- Provide support to the Head of School and the Finance Committee in setting of the succeeding year's tuition to support the enrollment/reenrollment process.
- Administer the computerized accounting system to prepare financial statements, cash flow reports, Annual Fund Reports and any Capital Campaign Fund reports.
- Control and manage the cash and bank accounts of the School participating in all banking relations.
- Manage the risk management program to insure the best pricing and insurance program as well as reduce risk exposure to the School.
- Maintain the Endowment Fund Account investment and reporting.
- Work to create new revenue opportunities consistent with the strategic plan.
- Pursue and analyze alternate sources of financing with the state and federal agencies to provide the lowest cost of money to support programs and activities.
- Annually schedule an independent audit of the School working with the CPA firm to provide analysis of specific financial accounts, implements corrective action regarding the Management Letter.
- Oversee capital projects, existing and new construction, renovations, off campus sites and develop deferred maintenance schedules.
- Actively participate in professional organizations such as BAHS, CAIS, NBOA and NAIS.
- Represents the School in community activities assigned by the Head of School.

PERSONAL AND PROFESSIONAL SKILLS AND QUALIFICATIONS:

- M.B.A., M.Ed., CPA or related advanced degree required.
- Minimum of 7 years of leadership experience in financial management required; experience at a not-for-profit organization, higher education and/or independent school preferred.
- In-depth understanding of key financial controls, rules and regulations.
- Familiarity with financial and business systems software.
- Excellent interpersonal and communication skills.
- Strong leadership ability, presentation skills and ability to translate financial terms into understandable terms for managers.
- Strong analytical and mathematical skills to reason, estimate, analyze and recommend.
- Must be able to supervise both exempt and non-exempt staff.

ABOUT INDIAN MOUNTAIN SCHOOL:

Set on a 600-acre campus in northwest Connecticut, the Indian Mountain School inspires in each member of its community the courage to climb, the joy to create, the passion to learn, and the spirit to contribute in kind and meaningful ways. IMS is a community of 300 learners, thinkers, doers, and change-makers. Students are encouraged to take risks, fall down, and get back up again, often with the helping hand of a classmate or teacher. Core values: Honesty, Compassion, Respect.

FOR CONSIDERATION:

Indian Mountain School offers excellent pay and a comprehensive benefit package. Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national, or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school administered programs.

Interested and qualified candidates should submit a formal letter of application, current resume, and a list of three references with contact information to:

Carolyn Stiles
Creative Independents
carolyn@creativeindependents.org

Please do not contact the school directly.
Applications will be considered until the position is filled.

For more information regarding Indian Mountain School, consult the School's web site at www.indianmountain.org.