



Chief Financial Officer | 2026 | Lakeville, CT

The Opportunity

Set on 600-acres on two campuses 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 enrolled in Pre-K to Grade 9 (for day students) and Grades 5-9 (for boarders). Students are encouraged to take risks, fall down, and get back up again, often with the helping hand of a classmate or teacher.

Signature programs of the school include Outdoor Adventure and Education, Sustainability, the Ninth Grade program, as well as computer science, immersive travel, art intensives, a local theater program collaborative, and a special lower school Ascend program for students with dyslexia and other language-based learning differences. A strong sustainability program influences and underwrites both academic and operational programming. A robust secondary school advising program helps students and families chart their next steps with a personalized approach. The evident joy that students and educators - including staff and administrators - bring to their efforts to learn and grow here are not only the result of a strong educational community, but also evidence of a commitment to fostering togetherness and caring.

To find out more about the school, please visit www.indianmountain.org

The Position

As a key organizational leader and partner to the Head of School, the Chief Financial Officer is responsible for all financial, administrative, and operational aspects of the school. With the mandate to create the conditions for a successful learning environment and a resilient community, the Chief Financial Officer will build relationships, prioritize and anticipate needs, and use truly collaborative approaches to bring creative data-informed solutions into practice in a responsive and human way for students and educators.

Engaging across all of the essential administrative functions in the organization, this person will directly manage the accounting and finance, payroll, information technology, legal affairs, and human resources functions. The person in this role will also provide active supervision and oversight of the physical plant and facilities functions, dining services, security services and risk management, auxiliary programs, capital projects, and the personnel and vendors specializing in those areas. The Chief Financial Officer will support the mission and values of the school by ensuring its financial health and providing conspicuous leadership within the school and broader community.

In support of the governance and fiduciary responsibilities of the Board of Trustees, the Chief Financial Officer will serve as a staff liaison to board committees and provide timely and accurate analysis and reporting. This person will work directly with the Head of School to craft and execute on the school's operating budget and strategic financial planning, organizational structure, administrative tools and systems, and business decision-making.

The Candidate

The successful candidate will take a comprehensive and collaborative approach to the work, building relationships and implementing best practices in the systems that support efficient school operations. This position requires superb relationship management and organizational skills. The successful candidate will be a team player who is happy and effective working in a culture of civility in an institution focused on delivering an exceptional education and student and family experience. The Chief Financial Officer will demonstrate personal accountability and operate with integrity and humility.

Key responsibilities include:

Fiscal Management and Leadership

- Working with the Head of School, hold responsibility for the coordination and strategic management of the school's financial resources.
- Creates, revises, and maintains the annual operating budget.
- Monitor and report variances in financial results and suggest corrective actions.
- Oversee cash, investments, and asset management, including the endowment fund.
- Review and ensure the application of appropriate internal controls and financial procedures, including maintaining the accounts and records.
- Oversee the annual external financial and 403(b) audits.
- Prepare forecasts and projections to provide financial insights to the Head of School and Board of Trustees in setting tuition rates and evaluating strategic initiatives.
- Serves as the staff liaison for three standing board committees: Finance, Audit & Risk, and Buildings & Grounds. Serves on senior leadership teams.
- Ensures that the educational goals of the school are in accordance with the business/fiscal goals of the school.

Personnel Management

- Oversee the employee benefit program, all employment practices related to non-academic personnel, employee morale, payroll services, and compliance reporting.
- Supervise and manage human resource functions including writing, implementing, and maintaining appropriate personnel policies.
- Work with the Staff Advisory Committee to address opportunities and concerns.
- Ensure that the school's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion, and separation conform with state and federal requirements, and are in line with the school's strategic goals for diversity, equity, and inclusion.

- Oversee human resources function to appropriately address all staff personnel issues including evaluations, compensation, discipline, hiring, and terminations.

Risk Management

- Serve as a resource to mitigate liability exposure through a system of policies, procedures, and appropriate insurance coverage.
- Responsible for the school's insurance coverage, liability, and risk-related policies and controls. Works with insurance advisors and brokers to ensure that adequate, appropriate, and cost-effective insurance is in place.
- Oversee all campus and work safety issues, regulatory and environmental compliance, and any legal matters in consultation with the Head of School.
- Serve as liaison with the school attorneys.

Operations

- Oversee capital projects, existing and new construction, renovations, off campus sites and develop deferred maintenance schedules.
- Oversee the functions and personnel of the Business Office, IT Department, Buildings and Grounds Department, the School Bookstore, and Contract/Auxiliary Services.
- Work to create new revenue opportunities consistent with the strategic plan.
- Actively participate in professional organizations such as the Junior Boarding School Association, Business Officers of Area Housatonic Schools, CAIS, NBOA, TABS, AISNE, and NAIS.
- Represents the School in community activities assigned by the Head of School.

Qualifications

The ideal candidate will be an experienced executive and a collaborative team player who possesses:

- A combination of education and experience equivalent to a master's degree in accounting, business, finance, or a related field.
- Experience/knowledge of independent schools, and particularly boarding schools, is extremely beneficial.
- Seven years of experience in a CFO, Controller, or Business Manager role preferred.
- Advanced Excel skills, prior experience working in a Google environment, and a strong working knowledge of business accounting policies, procedures, practices, and financial software programs, such as Veracross and other accounting software.
- The ability to work effectively with trustees, faculty, staff, and external constituents.
- Experience working with external auditors, implementing internal controls, and managing compliance-related issues.
- Demonstrated ability to manage personnel with diverse backgrounds and execute all duties with demonstrated sensitivity, and an understanding of the diverse academic, socioeconomic, gender, and ethnic backgrounds.

- Engagement with the life of school, i.e. attending and supporting student programs/performances/athletics as well as really diving into the life and culture of IMS, which means that some evenings and weekend events and activities are required.

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. Indian Mountain School offers excellent pay and a comprehensive benefit package as part of a rewarding work environment defined by the strength of our community and our core values: Honesty, Compassion, Respect.

Interested candidates, please contact Narwhal Talent Partners:

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All inquiries are treated as confidential.