



ST. AGNES  
ACADEMY  
for GIRLS

ST. DOMINIC  
SCHOOL  
for BOYS

*The Dominican*  
COMMUNITY *of* SCHOOLS

**Job Title:** Chief Financial Officer

**Contract Period:** 12 Month

**Reports to:** President of the Dominican Community of Schools

**Calling:** Are you interested in working in a dynamic environment where your leadership and actions will make a difference in the lives of young people? If so, then St. Agnes Academy-St. Dominic School is looking forward to learning more about you and your goals.

SAA-SDS is on a journey to create global citizens who will set the world on fire through their humanity and compassion for others. We help each student discover and refine their unique gifts and recognize and attain the opportunities before them.

We are the preeminent single gender, faith-based school in Memphis. In a welcoming community, our students learn what it means to connect academic endeavors with social justice principles, personal faith, and a greater purpose. Our single gender developmental experience fully prepares our students for the future they will live. Building and sustaining relationships are paramount in our close community.

### **Job Description**

The Chief Financial Officer (CFO) is responsible for financial management and reporting, and operations including HR and risk management of our Dominican Community of Schools. In this key leadership role, the CFO works closely with the President and the Leadership team. The financial duties include both strategic forecasting and day-to-day/monthly budget reconciliation and payroll, benefits, tuition, financial aid reporting along with managing purchasing. Under the umbrella of operations, s/he will be responsible for overall human resources and risk management duties. The CFO participates in formulating and administering school policies and developing long-range goals and objectives; works closely with the Board of Trustees; and serves as liaison on the Finance, and Investment Committees. He or she develops and manages the annual budget and supervises the control system for ordering, purchasing, and handling accounts payables. The CFO also reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives. Other responsibilities include managing cash and investment accounts, monthly debt service requirements, collections for accounts receivables, and ensuring compliance and recording of invested funds, gifts received, and changes in fund balances.

## **Essential Duties and Responsibilities:**

1. Work in conjunction with the faculty, staff, parents, students, and trustees to advance the school's Dominican Catholic mission, purpose, and vision.
2. Build a positive rapport and collaborate with staff, students, parents, alumnae/i, and community members.
3. Supervise the Business Office staff and the Spirit Shop.
4. Each month close the general ledger, prepare numerous account reconciliations and analyses, and prepare the monthly financial statements and cash flow projection.
5. At each fiscal year end close the general ledger and prepare for the annual audit.
6. Prepare and present various reports for the Board of Trustees and serve on various Board committees, including Finance and Investment.
7. Collaborate with Senior leadership to develop strategic goals for the School that align with the mission and the vision set forth by the Board of Trustees.
8. Manage banking and investment relationships.
9. Develop and manage a system of internal controls and provide oversight to ensure the operating effectiveness of the system.
10. Manage risk, including liability insurance, claims, and related areas.
11. Assist in preparing annual capital expenditures budget.
12. Serve on the Financial Aid Committee and review all financial aid applications.
13. Collect past due receivables and work with parents to maximize payments collected and minimize write offs. Pursue collection efforts with School attorney when necessary.
14. Review and approve semi-monthly payroll registers.
15. Ensure compliance with government regulations; maintain the educational standards established by the State of Tennessee and accrediting organizations.
16. Oversee and assist with annual employee enrollment in medical, dental, vision and Flexible Spending Account plans.
17. Facilitate annual budget meetings with President and department heads. Assist departments when needed and compile the consolidated annual budget.
18. Encourage teamwork and collaboration among staff by practicing "servant leadership."
19. Perform other duties as coordinated with the President.

## **DESIRED QUALIFICATIONS**

- Bachelor's degree in finance, accounting, business administration, or related field with a Master's or CPA preferred.
- Experience working with non-profits, particularly in independent, private, or like-kind school settings.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community.
- Flexibility, energy, high expectations, a sense of humor, and high moral and ethical values.
- Minimum of 3 years of experience in financial reporting and budgeting preferred.
- Minimum of 2 years of experience related to HR, and/or risk management preferred.
- Experience with accounting/payroll systems such as QuickBooks, or similar programs.

I am looking for an energetic, people-oriented leader who wants to join our caring and diverse community as we build a prestigious educational program. Our team of dedicated, professional educators are ready and capable of creating the school we envision. Data will guide us. We will face challenges together. In the end, you will find great reward in working with an experienced team to prepare our students for their future. We are already doing so many great things. Together, we will take our school to new heights. You cannot be afraid of change or the work required to have our school realize its potential. You must view student development holistically as we form leaders and changemakers prepared to live a life of service aligned with the Dominican pillars of Study, Prayer, Community, and Service.

I look forward to getting to know you. *President Tom Hood*

Competitive compensation and a full benefits package are available.

The Dominican Community of Schools is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to [humanresources@saa-sds.org](mailto:humanresources@saa-sds.org). The position will remain open until filled.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive faith-filled environment.