



The mission of Trinity Preparatory School of Florida is to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually.

Job Title: Chief Financial Officer

Reports to: Head of School

Trinity Prep now seeks a chief financial officer (CFO) who will have a meaningful and enduring impact on the school. In July 2023, the current finance leader will retire after a successful tenure that includes multiple renovation projects, office reorganization, effective budget management, and market forecasting and trend analysis. The next CFO will oversee all financial operations and major campus construction, as well as several operational departments: HR, facilities, and dining services. To effect a smooth transition, the outgoing CFO will serve the school part-time in an advisory capacity and focus on special projects as assigned by the Head of School through the end of the calendar year 2023.

The Chief Financial Officer (CFO), responsible to the Head of School, will:

- Interpret and apply the understanding of key financial indicators to make better business decisions.
- Make sense of complex, high quantity, and sometimes contradictory information to solve problems effectively.
- Apply knowledge of business and the marketplace to advance the organization's goals.

The CFO supervises and manages all of the financial and physical operations of the school and serves the Board of Trustees in meeting its fiduciary responsibilities to achieve the school's goals and support the school's mission. He/she supervises the employee payroll/benefits, accounts receivable, accounts payable, vendor selection, general ledger, annual budget, annual external audit processes, endowment administration, and rental properties. In addition, the CFO supervises the physical operation of the school, including buildings and grounds maintenance, housekeeping, and capital expenditures. He/she is responsible for all auxiliary programs, including the foodservice and transportation service. Finally, the CFO oversees the risk management program and is responsible for all government compliance issues related to federal, state, and local laws and ordinances. S/he is a member of the Administrative Team, National Business Officers Association, MISBO.

General Responsibility: Oversee and direct the finances and operations of the school

Specific Responsibilities:

Cash Management

- Manages bank accounts; oversees reconciled account statements and investment gains/losses

Business Office oversight:

- Supervise the work of the school business office personnel
- Use GAAP accounting procedures to maintain an accurate and continuous record of the cash and financial position of the school with stability and sustainability. Implement new FASB as appropriate
- Prepare monthly operating statements for the Head of School and the Board of Trustees.
- Provide staff support, in conjunction with the Head of School, to the Finance Committee and other committees of the Board of Trustees.
- Oversee the work of the Maintenance Department director and contractors for custodial, food-service operations, rental properties, and any other auxiliary enterprises of the school.
- Oversee monthly reports of expenditures for use by budget managers within the school.
- Prepare projected annual and multi-year budgets that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting. Budgeting includes planning for major capital expenditures.
- Maintain a five-year projected budget and associated tuition level for accreditation purposes and inform the Board of Trustees.
- Secure an annual audit of the school's financial records and financial position.
- Oversee all school purchasing, accounts receivable, collections, accounts payable, financial investments, endowment management, banking activities, payroll and benefits program, and predictive financial modeling.
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities. Maintain appropriate levels of insurance to protect the school property and cover the liability of the school, including its personnel and trustees.
- Oversees the preparation and filing of various Federal, State, and County reports and maintains awareness of all compliance issues as they pertain to the office.
- Works with consultants and outside lenders in obtaining and managing commercial funding; monitoring compliance with loan covenants and ratios.
- Assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of staff.
- Represent the school at various regional, state, and national associations relative to the position.
- Supports advancement office, reconciliation of key Annual Fund pledges/gifts, and other major fund-raisers.
- Communicates accounting policies to teachers and staff and ensures compliance with said policies.

- Support the school and its leadership
- Perform other duties as assigned by the Head of School.
- Serve as advisor and counsel to the Head of School on all matters.

Education: MBA preferred, CPA desirable.

Qualifications:

- Meticulous attention to detail
- Bachelor's degree in finance, accounting, or closely related field. Master's degree preferred
- A love of education and a willingness to support innovative teaching and learning at an independent school
- Experience in an independent school, museum, or other non-profit entity is preferred.

IMPORTANT DATES

Applications Accepted Starting: Immediately

Application Deadline: Ongoing

Interviews to begin: October 2022

Decision deadline: Position open until filled

Start Date: July 1, 2023

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

Must be able to pass a Jessica Lunsford Level II background check and drug test.

Trinity Preparatory School is an Equal Opportunity Employer