**The Weiss School**

**Chief Financial Officer/Chief Operating Officer**

**Position:** CFO/COO (12-month position)

**Location:** The Weiss School, Palm Beach Gardens, Florida

**Level:** Weiss School Executive Officer

**Reports To:** Weiss School Head of School

**Salary: $**100,000-$125,000

**Position Summary**

The CFO/COO position is a key member of the Weiss School executive corporate leadership team. The Weiss School CFO/COO, working at the direction of the Weiss Head of School, is responsible for overseeing the financial functions, reporting, and controls of the school. In addition, the CFO/COO is responsible for core administrative functions of the school including human resources and all functions related to maintaining the school’s physical plant. The CFO/COO reports to the Weiss Head of School.

**Key Responsibilities**

* Perform day-to-day financial responsibilities, including:
	+ Develop the school’s annual budget and present to the school’s board
	+ Securing approval of the annual budget from the school’s board
	+ Tracking the annual budget on a month-to-month basis throughout the budget year including interfacing with the school auditor
	+ Dynamically managing the school budget to offset unbudgeted expenses
* Work directly with the school’s director of business
* Prepare 1099 - annual 501c3 reporting and compliance
* Work with CPA to furnish documentation for the school’s annual certified audit and monthly financials
* Oversee the school’s financial compliance with FCIS requirements
* Work directly with the school’s banks and vendors with loan and lease agreements
* Create and present the school’s monthly performance deck, in coordination with school’s HOS, to the school’s Board of Directors
* Secure Federal, State, and Local grants, as applicable
* Work directly with the advancement team to secure donations from individuals, institutions, and corporations, including annual fundraising targeting the school’s parent community
* All day-to-day administrative functions that support the school’s physical plant including:
	+ Food services (Vendors Only) We do not have a kitchen
	+ Technology in coordination with the school’s IT staff
	+ Maintenance and construction in coordination with the facility manager
	+ Compliance with all local zoning requirements
	+ Security
	+ Future school plant planning including:
* End of life infrastructure requirements
* Future expansion requirements
* HR issues and compliance including:
	+ Recruitment and hiring of candidates
* Employee training (annual sexual harassment training, etc.)
* Complaint process, resolution, and integrity
* Coordination with school outside legal counsel, as required

**Qualifications**

* Master’s degree, preferably in School administration, Finance, or Business Administration
* 7+ years’ experience as an administrator with demonstrated increasing responsibility track record. Prefer experience in private school institutions
* Extensive financial management experience including:
	+ Blackbaud Financial Edge
	+ Blackbaud Raiser’s Edge
* Budget creation/ management
* Bank relationships including securing and managing debt
* Financial security controls
* Audit management
* Vendor process including multiple vendors’ bid process and management
* Demonstrated ability to secure and manage grants and scholarships: FEMA and FLDOE (FTC, Gardiner, Hope, and McKay)
* Demonstrated ability to recruit and supervise personnel
* Demonstrated track record as a key decision-maker
* Demonstrated ability to manage projects from concept to completion
* Knowledge of current IT technologies and software including Blackbaud Suite
* Ability to project an executive presence and interact with board of directors, financial institutions, parents and staff, key vendors, and City, State, and Federal agencies and personnel
* Experience with FCIS, or equivalent accreditation institution
* Possess exceptional written and verbal communication skills, including the ability to articulate recommendations in a concise and timely manner