



## Chief Financial Officer

Scranton Prep seeks a “hands-on,” broad based problem solver as Chief Financial Officer. The individual in this role is a key member of the school’s leadership team that collaborates to support the organizational goals and vision of Scranton Prep. They will ensure the continued integrity of financial processes and results, as well as operate as a strategic planning partner and resource to the President and Board of Trustees. Scranton Prep requires a highly skilled accounting and finance professional with an exceptional knowledge of technology functions, information analysis, key performance indicator reporting, and collaborative functioning with other administration personnel, including the VP of Advancement. We are seeking a professional who strives to continuously improve financial systems and operations through their unique skills of working collaboratively with others, understanding the reporting needs of decision makers, and adapting to changes in technology and donor preferences. The CFO reports directly to the President and Board of Trustees.

**Specific duties of the Chief Financial Officer include, but are not limited to the following:**

### **Financial Operations:**

- Leads all accounting and finance functions, and is responsible for day-to-day revenue and expense transactions
- Supervises the work of the finance office personnel and manages the financial operation of the school so that the institution remains financially stable. This includes day-to-day oversight of and direction to the following Finance Office personnel:
  - Assistant Director of Finance/Business Manager
  - Business Office Associate for Student Accounts
- Manages monthly and annual financial statements and budget reports for management and BOT
- Prepares forecasting and cash flow analysis reports, and ensures the institution achieves its financial objectives
- Institutes necessary financial management controls and fiscal integrity
- Oversees annual external audit
- Responsible for cash management, including banking arrangements
- Establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition by the Board of Trustees.
- Ensure the School’s compliance with any bond covenants.
- Works with Development Director to prepare and manage endowment funds and grants
- Works with Development Director to effectively integrate grant management, donor information, and financial reporting
- Oversees implementation of efficient financial reporting systems, including review of effectiveness of all software applications and their integration with financial reporting systems
- Oversees the alignment of software user needs and system functionality in accordance with organizational goals
- Oversees organizational costs with eye towards strategic cost management

**Human Resources:**

- Maintain Human Resources systems and processes
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Investigate employee issues and conflicts and brings them to resolution
- Ensure the organization's compliance with local, state and federal regulations
- Ensure all school's Human Resources policies are applied consistently

**Facilities at Scranton Prep:**

- Supervises Director of Facilities
- Coordinate hiring within the Facilities Department
- Manage funding as well as construction contracts for non-operational capital projects
- Maintain 5-year plan for facilities operations

**The ideal candidate will meet the following minimum requirements:**

- Bachelor's degree in Accounting or Finance (CPA or CMA preferred)
- A minimum of 10 years of demonstrated experience in financial management and accounting preferably in the nonprofit sector
- Technologically savvy and proficient with accounting software
- Demonstrated ingenuity in executing effective financial reporting systems
- Strong interpersonal skills and ability to function collaboratively and effectively in a team environment
- Strong organizational skills, attention to detail, effective management of multiple tasks, and successful completion of projects in accordance with deadlines
- Knowledge of generally accepted accounting principles
- Knowledge with management of external financial statement audit
- Experience managing a team or department
- Strong collaborative and creative problem-solving skills
- Excellent communication skills
- Performs other duties as assigned by the President
- Has a willingness to animate the Catholic and Jesuit mission of the school

***Please send letter of interest and resume as soon as possible to:***  
[employment@scrantonprep.org](mailto:employment@scrantonprep.org)

**Scranton Preparatory School's Diversity Statement:**

*St. Ignatius Loyola, founder of the Jesuits, teaches us to seek God in all things. Jesuit schools believe that God can be powerfully encountered through an educational experience that includes and explores the great diversity that marks Creation in general and humanity in particular. Accordingly, Scranton Prep strives to form a school community in which differences in race, ethnicity, culture, religion, socioeconomic status, gender, sexual orientation, physical ability, and learning style are experienced, accepted, and understood.*