



### ***Job Announcement - Join our team!***

**Job Title:** Chief Financial and Operational Officer  
**Reports to:** Head of School  
**Status:** Full-time, Exempt  
**Start date:** July 1, 2019

### ***Overview of Position***

The Chief Finance and Operational Office (CFOO) reports directly to and serves as a strategic partner and advisor to the Head of School (HOS), is part of the Senior Administrative Team, and has the title of Treasurer, of the school corporation. The CFOO is responsible for the school's financial planning and management, partners with the Director of Admissions and HOS around financial aid (Indexed Tuition) management, and oversees plant operations, purchasing and supply management, food service operations, risk management, employee benefits and policy management, and general operation of the school. In partnership with the Head of School, the CFOO maintains relationships with banks, professional accountants, legal counsel, managed network service provider, insurance companies and other private business on contractual and other matters pertaining to financial and operations management.

### ***Essential Functions***

#### ***Leadership and Management Responsibilities***

- Participates as a member of the Senior Administrative Team, and in that capacity shares in the leadership of the school and in the fostering of new and emerging issues
- Serves as the Treasurer, an officer of the school
- Attends board meetings and serves as administrative liaison to the Finance (includes Endowment), Risk & Audit, and Site committees ( other sub-committees as needed)
- Supervises directly Controller, Managed Services relationship (currently with Knowing Technologies), Front Office Coordinator and Co-Chefs. Shares supervision of the Accounting, Events and Database Manager.
- Primary liaison for the Facilities Director (facilities outsourced to an 3<sup>rd</sup> party provider)
- Performs and supports functions of the business office, following priorities set by the Head of School and the school's Strategic Plan

#### ***Financial Accounting, Reporting, Controls***

- Oversees accounting functions, including accounts receivables, accounts payables, and General Ledger through regular review with Controller
- Provides standard financial reporting on a quarterly and annual basis to multiple audiences including the Board of Trustees, Administration, and Staff
- Reviews and participates in the preparation of the periodic surveys and reports for the school's trade organizations (e.g. , NAIS (DASL), CAIS, and ISBOA)
- Responds to ad hoc requests for reporting of financial information from board members, faculty, and administration
- Keeps in touch with parents about general financial information and individual account problems, including past-due accounts
- Serves as plan administrator for the School's retirement plans and chair the Retirement Plan Committee, a subcommittee of the Board Finance Committee.

#### ***Setting and Monitoring the School Budget***

- Defines and leads the annual budget process to produce an 12-month budget in accordance with the fiscal year
- Produces a five-year financial forecast utilizing a multi-year financial model for fiscal accountability

- Supports the budget preparation process with analysis of historical and projected revenue, expenses, assets and liabilities.
- Responds to division and department managers inquiries regarding budget, revenue and expenditures.

### ***Legal, Regulatory, Audit and Insurance***

- Oversees and ensures board approval of the annual Financial Audit and preparation of year-end financial reports and Form 990 tax filings
- Oversees preparation of IRS Form 5500s and 1099s
- Manages annual Worker's Compensation and General Liability Audit
- Ensures that annual filings are completed in a timely and accurate manner, including but not limited to the Tax Assessor Welfare Exemption, City Business Property tax forms, Board of Equalization Sales Tax annual filing, San Francisco Health Care Ordinance, and San Francisco Commuter Benefits
- Works with the school's insurance broker to arrange a suite of appropriate levels for property, liability, umbrella, workers compensation, directors and officers, cyber, fiduciary liability, and other coverages pertaining to schools
- Responds to requests from Department of Social Services, Fire Inspector and Health Inspector
- Ensures that Risk Committee Chair is kept abreast of all regulatory and compliance issues

### ***Human Resources and Payroll***

- Maintains the school's personnel policies and procedures, employee handbook, and personnel forms
- Administers employee benefits programs including health insurance, Section 125 plan, City of SF healthcare ordinance, sick leave, disability and retirement programs for new hires and during open enrollment for continuing employees
- Negotiates employee benefits programs and rates with brokers
- Implements and maintain effective compliance with applicable employment regulations (ie posting requirements; minimum wage orders, etc)
- Works in collaboration with staff to identify new or improved products and services of interest to the school, review quotations on priority equipment, furniture and hardware
- Conducts annual review of wages and salaries based on benchmarking and other measurements and make recommendations to Head of School on cost of living and other adjustments for faculty
- Prepares all Employment Agreements for new and returning employees
- Oversees new hire background checks, document completion and employee orientation.
- Maintains secure and confidential personnel files and records
- Processes payroll in coordination with the Controller

### ***Food Services Management and Facilities Maintenance***

- Defines and manages the Capital Expenditure annual budget and long-range Capital Reserves 15-year plan
- Ensures kitchen and facilities maintenance staffing model is cost-effective and meets the quality expectations set by the School
- Collaborates with the Site Committee chair to prioritize plant maintenance projects, encourage parent involvement, and balance staff representation on facilities-related decisions
- Oversees emergency preparedness, developing and reviewing fire, earthquake and security plans and drills for the school.
- Organizes and hosts all school workday events

### ***We seek a team member who has/is:***

- A bachelor's degree in accounting or business administration, or equivalent business experience and 5-7 years of progressively responsible experience in non-profit finance, program management, facilities management, or human resources. Independent school experience is a plus. Preference will be given to candidates with a master's degree.
- Proven competency with computer applications related to business office job functions including accounting software, word processing, spreadsheet, database and internet functions. Experience with MS Excel required.
- Demonstrated experience in Human Resources and benefits administration, payroll, taxes, insurance, and investment management highly desirable
- Discretion and personal integrity
- Excellent organizational skills, accuracy, and attention to details

- Ability to independently set priorities
- Ability to multi-task and manage competing priorities
- Good judgment and creative problem-solver
- A flexible self-starter, anticipates needs of the school and has a “roll up your sleeves and get it done” mentality
- Strong interpersonal skills with the ability to communicate effectively with all constituents in a school environment, including faculty, staff, administration, parents, and students
- Ability to maintain a professional demeanor at all times and also has a sense of humor
- Excellent client service orientation
- Reliable, dependable, and punctual
- Commitment to development of relevant professional knowledge, skills and abilities
- And thrives in a fast-paced environment

### ***Overview of School***

**The San Francisco School** is an independent school, pre-K through eighth grade, with a commitment to a multicultural and inclusive community. Suitably characterized by one parent as an “*urban school with a village atmosphere*,” The School embraces San Francisco’s ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop **self-reliance**, **solid academic skills**, **creativity**, and a sense of **social justice**. They graduate **academically prepared**, **inquisitive**, **courageous**, and **eager for the challenges ahead**.

If you are ready to join us, send a single document by 4/29/19 with your resume, 3 references and letter of interest (including how you learned of this job) directly to [jobs@sfschool.org](mailto:jobs@sfschool.org)

**See us today:** [www.sfschool.org](http://www.sfschool.org) + **how we will grow** [Strategic Plan](#).

*The San Francisco School is committed to increasing staff diversity,  
both to reflect the high value SFS places on a multicultural understanding,  
and for the direct benefit of each student.*