

Position: Chief Finance Officer (CFO)
Status: Exempt
Department: Finance
Reports to: Sister Diane Aruda, President
Job Status: Full Time
Date: October 10, 2019

Mission Statement: ICA Cristo Rey, a Catholic, college-preparatory school, educates young women for college and a life of faith, integrity and service. As a Cristo Rey school in the Dominican tradition, we are committed to providing both excellent education and meaningful corporate work study experience to students of limited financial resources.

Primary Purpose/Job Summary:

- Under the direction of the President, the CFO supports the mission of the Academy through leadership of all aspects of business and financial management, including preparation of financial statements, annual budgeting and long-range financial planning. The CFO manages the day to day financial operations of the Academy, including accounts receivable, accounts payable, payroll, and monthly financial close. The CFO ensures that internal controls are strong, and financial policies and systems for all aspects of financial accounting are in place. The CFO analyzes, prepares and shares timely financial data and makes recommendations to the President, the Board Finance Committee and the Board of Directors, as appropriate.

Essential Functions/Role and Responsibilities

- Design, manage and continuously improve the processes and systems which enable strong financial management.
- Direct responsibility for accounting, finance, organization-wide budgets, administrative purchasing and contracting.
- Direct responsibility for oversight of day-to-day finance and accounting operations (including general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, endowments, payroll processing, vacation accruals and monthly reconciliations) to ensure timely and accurate financial information with appropriate internal controls.
- Work with the president, the board and the finance committee, drive the annual budget process and track performance against the budget.
- Prepare comprehensive monthly financial statements which convey key financial information to the finance committee and the board.
- Lead the Academy's annual financial audit process, ensure year-round compliance with GAAP and non-profit accounting standards.
- Provide timely, accurate and high quality financial reporting to management and the board to support policy and operational decisions, and strategic initiatives.
- Manage and supervise the finance department staff including a senior accountant and staff accountant.
- Prepare and manage the Academy's cash flow projections and keep management and the board of directors informed of the available monthly cash balance
- Prepare cash flow analysis and planning, organizational and project budgeting and forecasting, the chart of accounts, and accounts receivable and payable.
- Collaborate with the Admissions Office and the President to provide Financial Aid for

families.

- Prepare quarterly Endowment investment portfolio performance and report to the Board Finance Committee.
- Manage employee benefits and retirement.
- Review for proper back up documentation and general ledger account recording for all cash disbursements and signage of checks.
- Attend and participate in meetings of the Board of Directors and Finance Committee.
- Collaborate with the Mission Advancement department to maintain accurate recording of donations between Salesforce and the Academy's financial software.
- Represent ICA Cristo Rey at appropriate community events and in professional meetings as directed by the President.
- Work collaboratively with the President, Principal, the Director of the Corporate Work Study Program, the Director of Mission Advancement, the Director of Admissions and the Board of Directors.

Knowledge/Skills/Abilities

- In depth knowledge of accounting for non-profits, including best practices and legal guidelines.
- Ability to work with senior management and the board to provide timely, accurate and high quality financial reporting.
- Ability to work collaboratively and creatively to solve problems.
- Excellent time management and organizational skills; ability to be comfortable with and work effectively to meet deadlines.
- Ability to think and act strategically and at the same time be detail oriented.
- Ability to effectively interact with a diverse community.
- Ability to use tact, discretion and maintain confidentiality with sensitive information
- Proficiency in financial softwares such as Quickbooks.
- High proficiency in a PC, Windows environment and Microsoft Office products as well as Google products.

Minimum Qualifications/Education Requirements

- Ten years of financial experience in a non-profit environment.
- Ten years of increasing responsibilities in the accounting/finance function and at least half of that time supporting organizations of comparable size to the Academy
- Experience organizing processes and systems a plus.
- Bachelor's degree in Accounting or finance, CPA/MBA a plus.
- Five years of direct supervisory experience of individuals and/or secondary departments.
- Believes in the Mission of ICA Cristo Rey and the desire to work with the administration and the Board of Directors to ensure the financial sustainability of the Academy.

Salary and Benefits

Comprehensive benefits package and competitive salary dependent upon experience.

Please submit your cover letter and resume to Sister Diane Aruda, President

Email: sdaruda@icacademy.org

