



Elizabeth Seton High School

Owned and operated by the Daughters of Charity since 1959



# CHIEF FINANCIAL OFFICER

November 1, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Following in the footsteps of St. Elizabeth Ann Seton and her mission to educate young women, Elizabeth Seton High School, opened its doors in 1959 with 138 freshmen and a faculty of six Daughters of Charity. Because of the school's close ties with Elizabeth Ann Seton and her advocacy for quality education, particularly for women, Elizabeth Seton High School embodied an expanding course of study that continues to advance and improve, and focuses on the educational needs of girls. As an all-girls school, Seton provided an environment where female students could express themselves freely, develop higher cognitive skills, increase self-confidence and broaden their interests.

### Highlights:

- **50** Teachers; **42** Administration and Staff
- Enrollment: **592**
- Average class size: **18**
- Scholarships and Grants Class of 2021: **\$22,665,036**

## I. TITLE: Chief Financial Officer

## II. POSITION SUMMARY:

The Chief Financial Officer position is responsible for the business office of the school overseeing the finance and accounting functions. This includes the oversight of general accounting, financial reporting and systems (software), budgeting, financial analysis, banking, investments, insurance, tax reporting, internal controls, audits, project analysis, contract review, benefits reporting, staff planning and development, and other strategic and operational financial planning and activities. This position works collaboratively with other leaders of the organization to develop, implement, and monitor short and long-term financial plans / strategies to further the school's objectives. This person will also work directly with the Board of Directors, as well as the finance committee for our school on a broad range of issues, including understanding and awarding financial aid.

## III. EDUCATION AND EXPERIENCE:

- Bachelor's Degree in accounting or finance (CPA or MBA is a plus)
- Minimum of 10 years' experience in accounting or finance with five years in a leadership role. School/educational experience preferred; Private school experience also preferred
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Strategic role with decision making responsibilities experience strongly preferred
- Accountability for strategic financial results and accuracy
- Experience with non-profit accounting/reporting software; Experience with Blackbaud's Financial Edge and Raiser's Edge software is a plus

## IV. TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES:

- **Accounting and Internal Controls** – includes timely and accurate generation of accounting and related materials and activities; assures strong internal controls and compliance with finance related laws, regulations, and policies.
- **Finance Knowledge and Skill** – Understands and drives finance function's activities.
- **Strategic Financial Planning (includes annual budgeting and long-term planning/modeling)** – Works with President and other leaders to establish and manage the strategic direction of the school after considering relevant factors such as mission, financial data, resources, economic and markets conditions, donor and sponsor support, and school's objectives.
- **Financial Communication, Consultation and Collaboration** – Serves as the financial leader to communicate complex financial data to key constituencies. Work closely with in internal and external stakeholders to gain input, and achieve buy-in and commitments, toward financial initiatives.

- **Collaborative** manner and ability to develop positive rapport with the school community
- **Strong communication skills** both written, oral and relationship
- **Proficient with Microsoft Office products**
- **Strong skills** with Blackbaud's Financial Edge and Raiser's Edge software and / or related software
- **Decision making and problem-solving skills**

## V. KEY LEADERSHIP COMPETENCIES

(See Addendum for Detail Descriptions):

- Demonstrates Business/Financial Acumen
- Achieves Values-Based Results
- Models Integrity and Values
- Collaborative Relationships and Team Building with one's own team and across the organization
- Makes Effective Decisions
- Organizes Financial Function and Develops Staff
- Communicates Effectively
- Maintains confidentiality
- Ability to delegate, motivate and inspire team members

## VI. PRIMARY RESPONSIBILITIES AND DUTIES

1. Maintain congruence between the school's mission and all financial activities to ensure the implementation of the school's values and policies.
2. Financial Leadership. Provide financial thought and decision support to the President. Serve as financial reporting liaison to President, Finance Committee and other key stakeholders. Attend internal and external meetings and participate in operation reviews. Ensure financial objectives and initiatives are clear and up to date, viewed as consistent with strategic and mission goals, and inspire commitment and buy-in. Collaborate on corporate responsibility efforts and serve as a role model and guardian for financial integrity. Provide leadership on important financial issues. Prepare financial reports in accordance with generally accepted accounting principles.
3. Infrastructure Management. Provide financial objectives, decision support, guidance, policies and procedures, and financial tools to staff. Work with staff to identify methods for streamlining operations, gaining efficiencies and decreasing costs. Provide relevant guidelines,

- information and analysis for financial transactions associated with purchasing, payroll, capital spending, as well as other operational areas.
4. Financial Strategy Leadership. Serve as a key strategic financial planning leader. Counsel and partner with the President on developing financial strategies. Provide leadership role in development, implementation, and monitoring of short- and long-range goals.
  5. Performance Measurement and Improvement. Identify and implement performance indicators, which are aligned with best/proven practices for business operations of a high school. Consistently monitor trends in performance indicators and financial metrics and work with others to understand and close gaps.
  6. Financial Budgeting and Reporting. Oversee operating, capital and cash flow budgets to adapt to emerging circumstances, unpredictable events and shifting priorities. Assure all departments are adhering to expense budgets and monthly balance sheets are timely and accurate. Maintain procedures and policies for financial transactions and reporting. Monitor performance against budget and report on budget status to the President and Finance Committee. Assure that financial reports and tax returns are prepared in a timely and accurate manner and that all recordkeeping and financial reporting procedures are compliant with federal, state, and local laws.
  7. Internal Controls. Identify risks within each financial process and develop internal controls to mitigate risks. Monitor internal control environment to assure that proper controls are in place and operating effectively. Assess areas susceptible to fraud and develop, implement, and monitor fraud preventive controls.
  8. Oversight of Financial Performance. Conduct consistent analyses of balance sheets and key data to be alert to statistics, financial status and trends. Provide leadership in forecasting and planning and monitor performance against budget and school's objectives. Evaluate, prioritize and approve expenditures and capital investments, as appropriate. Ensure that assets are appropriately invested and insured.
  9. Oversight of Banking/Investment Activities. Responsible for supervising and monitoring Investment activity for the school with direction from the President and Finance Committee. Ensure appropriate investment strategies are in place and cash flow is adequate to meet the school's needs. Monitor banking activities and maintain strong relationships with banks and investment advisor.
  10. External Coordination and Oversight. Establish credit policies and work with major vendors to achieve the most favorable credit terms. Support negotiation and review of equipment and property purchase contracts,

service contracts, maintenance agreements, health insurance plans, retirement plans and other agreements. Coordinate the activities of external finance consultants, tax preparers, bankers and auditors and maintain strong relations with key vendors and joint ventures.

11. Leadership of Finance Team. Provide direction, recruit and screen high quality talent, assure role and goal clarity, provide development and coaching, serve as an advocate for employees, provide feedback, conduct performance management and assure accountability.
12. Respond efficiently and effectively to all parent, faculty and student concerns regarding financial matters.
13. Participate in professional development and training and develop needed professional skills appropriate to personal growth and effective leadership
14. Participate in necessary staff meetings and activities. Drive the financial discussion, agendas and strategy for the school.
15. Be a positive role model for the school community by demonstrating behavior that is professional, ethical, responsible and supportive of the school's Mission.
16. Maintain a positive professional relationship with leadership team, faculty and staff
17. Attend school activities as required.
18. Perform other duties as assigned by the President

## VII. PHYSICAL DEMANDS AND WORK ENVIRONMENT

Office Environment

## VIII. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** President

**Supervises:** Accounting / Finance Staff

**Supports:** Finance Committee, Department Directors

**Collaborates / coordinates with:** President, Department Directors, St. Louis Provincial Office, and Students/Parents, as necessary

**Compensation and Benefits:** Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

**Application Deadline:** January 15, 2021

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**Salary:** Commensurate with background and experience.

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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