



Chief Finance & Operations Officer

Reporting to the President, Ursuline's Chief Finance & Operations Officer (CFOO) serves as an integral partner and leader on strategic and operational affairs in support of the Catholic mission of Ursuline Academy. A thoughtful and visionary financial steward, the CFOO partners with the President, senior leadership team and board of trustees to support the mission and advancement of Ursuline while overseeing the logistical functioning of the school's operations.

The ideal candidate will be:

- Mission-driven and passionate about the value and impact of an Ursuline education
- A strategic thinker and problem solver, able to provide strong, innovative financial stewardship in support of Ursuline's mission
- A collaborative teammate who works closely with the Board of Trustees, external auditors and Foundation Board in addition to internal colleagues
- An inspiring leader, able to lead and manage people, projects, processes and change with a genuine desire to empower and motivate others

Responsibilities / Duties of the Chief Finance and Operations Officer

- While serving as the **financial manager** of Ursuline Academy, the CFOO will:
 - o Assist the President, Board of Trustees, Foundation Board and Finance Committee in the effective management and growth of the school's finances and endowment
 - o Coordinate the development of the school's annual operating budget and long[1]range financial projections, including enrollment forecasting and administration of tuition assistance resources
 - o Establish, review, and continuously improve financial / accounting policies, processes and internal controls to ensure efficiency and effectiveness
 - o Produce accurate, timely and actionable financial data for the president, senior leadership team and Board of Trustees, communicating the school's financial position
 - o Oversee all activities related to the school's annual financial audit, including coordination with independent auditors
 - o Design, build and manage the finance and operations team to optimize efficiency and develop staff talents and skills
 - o Ensure compliance with all local, state and federal reporting requirements
 - o Provide support to Ursuline's Foundation Board to oversee the growth and administration of Ursuline's endowment
 - o Direct and oversee administration of payroll and employee benefits including employee retirement plan; manage costs and ensure effective communication with employees
- While serving as manager of **physical campus operations**, the CFOO will:
 - o Manage outsourced services and maintain vendor relationships (food services, maintenance and custodial services)
 - o Prioritize capital improvement needs and prepare for fulfillment of planned and unplanned needs



- Other responsibilities include:
 - o Represent Ursuline Academy at school functions and events
 - o Provide ideas on increasing non-tuition streams of revenue

Qualifications and Skills

- Bachelor's degree in finance/accounting required; MBA or CPA preferred
- At least five years of finance/accounting experience required
- Experience developing, motivating and managing a high-performing team including the ability to set clear goals and communicate responsibilities, expectations and methods of accountability
- Ability to interface with all constituencies of the Ursuline Academy community
- Ability to understand complex subjects, distill them and communicate to varied audiences
- Experience producing financial analysis for strategic decision-making
- Knowledge of business and not-for-profit accounting policies, procedures, practices, facilities and software programs
- An intermediate knowledge of Excel, at minimum

How to Apply:

Please email a letter of interest and resume to Jane Dombart (jdombart@ursulineacademy.org) with the subject "CFOO."