Chief Financial Officer

Summary
The Chief Financial Officer is responsible for development, direction and administration of all financial affairs, financial planning, facilities and maintenance resources, human resources, services and activities.

Essential duties and responsibilities
Include, but are not limited to, the following. Other duties may be assigned.

● Oversees all student receivables, accounts payable, school purchasing, financial investments, banking activities, extra curricular and summer accounts, and all payroll and benefits programs.

● Prepares annual operating budget for submission through President and Head of School to the Board of Trustees. Oversees control of budget upon its approval by Board, including collection, custody, investment disbursement, accounting, and auditing of all school funds.

● Provides monthly report of expenditures for use by individual budget managers within the school: prepares monthly operating statements for use by the President and Head of School and the Board of Trustees.

● Secures and oversees annual audit of the School’s financial records.

● Formulates, investigates and recommends policies and programs to establish and improve long-range financial objectives; researches and recommends allocation of resources to achieve fiscal stability.

● Oversees recruitment, supervision and training of support staff, including accounting and payroll administrator, maintenance staff and food services staff.

● Ensures effective management of the food service operation and all maintenance operations and any other auxiliary enterprises of the School.

● Manages risk at the School to ensure the safety of the personnel and students in their use of facilities; ensures and maintains levels of insurance to protect the property and liability of the School.

● Oversees the School’s transportation services and vehicles.

● Plans and monitors short and long term construction, renovation and maintenance projects; formulates and recommends policies and programs to establish and improve both deferred and preventative maintenance programs.
• Represents the School at various regional, state and national associations, when appropriate.
• Performs other duties assigned by the President and Head of School in order to achieve and accomplish the School’s mission and objectives.

Supervisory responsibilities
Supervises Accounting and Payroll Administrator, Human Resources and Payroll Specialist, Office Manager, Head of Maintenance, Food Services, Transportation, and IT staff.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty exceptionally. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or experience
Bachelor’s degree from four-year college or university required, Accounting or Business concentration preferred. Master’s degree preferred; three to five years related experience in the essential functions of the role as listed above.

Certificates, licenses, registrations
It is preferred that the Chief Financial Officer shall be a Certified Public Accountant, and/or have at least three to five years of proven experience in the vital elements of the position.

Professional demeanor and characteristics
Ability to demonstrate initiative, leadership, collaboration, and independent thinking. Must possess strong people management skills and emotional intelligence when dealing with colleagues, demonstrated understanding of and investment in the School, ability to craft and execute a financial vision for the School and to construct and execute an action plan to achieve short and long term financial goals.

About The New School
The New School is a coeducational, independent school with 440 students from toddler age through grade twelve. The School’s mission is to empower each student through a well-rounded experience and inspire a love of lifelong learning. Its spacious 25-acre campus is located in beautiful Fayetteville, Arkansas, which is also home to the University of Arkansas. Northwest Arkansas is the hub for several Fortune 500 companies including Wal-Mart, Tyson Foods and J.B. Hunt Trucking. This growing community has a well-regarded national reputation as a vibrant arts community, which features the world-renown Crystal Bridges Museum. This fall, the School will unveil a new brand and logo to the community and will open the doors on an expansion project which is Phase 1 of a multi-phased campus master plan, to accommodate future growth into our upper school
division. The new facilities are a three-story academic center (5th - 12th grade), innovation center and athletic center. Future phases include an athletic field and other athletic facility development, arts pavilion, expansion to dining and a future upper school building. In 2014, the School concluded an expansion project which included a new 350-seat auditorium, 12 new spacious preschool classrooms, an expansive creative play center and gross motor center, increased and renovated space for all programs.

**How to apply**
Interested applicants should submit via email a letter of interest, current resume, list of references to jobs@thenewschool.org. The New School is an equal opportunity employer and does not discriminate based on race, color, gender or religion.

The Chief Financial Officer is a twelve-month position reporting to the President and Head of School.