

Cristo Rey New York High School
JOB DESCRIPTION

Position: Chief Financial Officer
Department: Finance
Reports to: President
Position Grade: Leadership

Qualifications:

- Baccalaureate degree in accounting, finance, or related business field
- Computer skills suited to finance operation (Excel, Word, PowerPoint, or analogous Google applications)
- Good interpersonal and communication skills
- Ability to lead and relate effectively with peers and superiors.

Desirable Qualifications:

- Experience in school or related accounting (non-profit accounting experience a plus)

Job Purpose: As a member of the leadership team, the Chief Financial Officer reports to the President and has primary day-to-day responsibility for planning, implementing, managing, and controlling all finance and human resource related activities of the school. This includes direct responsibility for accounting, finance, forecasting, strategic planning, budgeting, legal, human resources, and risk management.

Financial & Business Office Responsibilities

1. Establishes accounting policies and procedures within the guidelines of generally accepted accounting policies and current tax and legal regulations.
2. Monitors and updates accounting policies as needed to continue implementation of internal controls and best practices within the bounds of current rules and industry guidelines.
3. Oversees the business operations of the school within the framework of school policy.
4. Supervises the finance office staff, IT staff, and Facilities staff in completing their day-to-day duties.
5. Oversees accounts receivable, tuition collections and business partner billing and payment for Corporate Work Study Program services.
6. Prepares and oversees development of the current year, and multi-year operating and capital expenditures (CAPEX) budgets.
7. Coordinates review and approval of the current and multi-year budgets by the school's Finance Committee and Board of Trustees

8. Responsible for all accounting functions, including month and year-end closing procedures.
9. Own the full coordination of all audits and the gathering of required audit information, resulting in the production of accurate and timely financial statements and clean financial audits.
10. Lead IRS Form 990 preparations and filing activity and respond to any correspondence from the IRS as needed.
11. Prepares monthly or quarterly financial statements for review by President and Finance Committee
12. Ensure effective cash flow management and support the Finance & Investment Committee in managing the organization's short-term investment and endowment funds.
13. Review school contracts for compliance, including insurance and financial requirements in accordance with school policy.
14. Acts as liaison to Board of Trustees on financial matters, reporting on the status of such matters as required in quarterly Board meetings.
15. Tracks revenues and related expenditures for all restricted grant funding, meeting with Development regularly to ensure proper balancing with Development financial records.
16. Perform other duties as assigned by the School President

Human Resource Responsibilities

1. Manage the payroll function and related systems, ensuring timely and accurate processing and recording of all employee pay, benefits, taxes, and fees.
2. Maintain employee files in accordance with school policy and government regulations.
3. Reviews pension and benefit plans on a regular basis with outside advisors and President to determine attractiveness and economic practicality of benefits package.
4. Negotiates all employee benefits. Responsible for on-going education and communication with employees regarding their benefits.
5. Coordinates and conducts annual Open Enrollment process for employee health and welfare benefits.
6. Responsible for updating and maintaining employee handbook ensuring compliance with current labor laws.
7. Maintains employee confidence and protects payroll operations by keeping all information confidential.

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