



Position Title: Chief Financial and Operations Officer

Department: Finance and Operations

FLSA Classification: Full-time, exempt

Reports to: Head of School

Full/Part Time: Full Time (12 months)

Date Modified: May 2022

Start Date: June 1, 2022

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in Primary School through eighth grade. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a school, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community.

Position Purpose

The Chief Financial and Operating Officer is responsible for all financial and operational aspects of the School, including accounting, budgeting, long-range and strategic financial planning, audit preparation, and leading operational directors and vendors (catering and events, cleaning services, facilities, and safety and security). More than a number-cruncher, the CFOO serves as a strategic thought partner to the Head of School, Leadership Team, and Board of Trustees by providing input based on data analysis and by building models and processes that ensure accurate real-time financial data and operational strategies.

Key Accountabilities

Financial

- Oversee day-to-day financial operations including full accounting activities, financial investments, purchasing, general ledger, treasury operations, etc.
- Ensure all expenditures are consistent with approved budgets or that any deviations are approved by the appropriate authority. Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenditures. Evaluate and adjust as needed

the system in place for the purchasing of consumable and fixed assets; maintain an inventory system.

- Oversee accounting and finance policies and procedures as well as internal controls over all receipts (including fund raising) and uses and payments of cash.
- Prepare accurate financial statements for budgets, investments, and capital projects for report to the Head of School, Finance Committee, and Board of Trustees.
- Develop, propose, and implement Board-approved annual operations and capital budgets.
- Communicate and collaborate with administrative teams regarding budget balances, budget challenges and delinquent accounts.
- Report to the Finance Committee and Board of Trustees on a regular basis regarding operating budget and financial aspects of the School; attend Board of Trustee meetings, serving as a staff liaison to the Finance, Audit, and Investment Committees. Additionally, serve on the Ad Hoc Risk Management Committee, the Property and Insurance Committee, and other subcommittees as required.
- Develop recommendations to the Finance Committee for annual tuition increases, financial aid budget, and salary increments in consultation with the Head of School.
- Report to the Investment Committee of Board of Trustees on a regular basis regarding all invested funds in both unrestricted and restricted endowments; monitor real-time allocation of all funds received to the proper investment accounts.
- Coordinate annual independent audit process; interface with independent auditors to secure annual audit of the School's financial position and report analysis to the Head of School and Board of Trustees.
- Complete annual comprehensive surveys for INDEX, NAIS/NBOA, SAES, and ISAS.
- Ensure that the School complies with all federal, state, and local laws as well as maintains tax-exempt status on a federal, state, and local level and report the same to the Risk Management Committee of the Board.
- Maintain professional relationships with the School's banks, attorneys, auditors, insurance carriers, contractors, and accrediting organizations.
- Assist with the financial aid process and Financial Aid Committee in supporting families in need of financial assistance.

Operations:

- Maintain policy manuals for all aspects of business operations.
- Maintain and manage comprehensive property and liability insurance programs to adequately protect the School's assets. Evaluate, assess, and direct the negotiation of property and casualty insurance.
- Serve as principal contact with architects and builders; obtain competitive bids; make recommendations to Head of School and appropriate Board committees; monitor contractual work done on buildings and grounds.
- With the Leadership Team, conduct periodic studies of space utilization.
- Coordinate with the Director of Auxiliary programs the oversight of leases, contracts and other documents for use of campus facilities by off-campus groups.

Administrative Responsibilities

- Model the mission, philosophy, and goals of the School to all staff, parents, students, and the community.
- Supervise, coach, mentor and lead direct report(s). Empower reports to increasing ownership and independence through clear feedback, encouragement, and evaluations.
- Contribute to a safe, supportive School environment for both students and parents by acting with compassion and integrity in all situations, while at the same time maintaining appropriate professional boundaries.
- Attends and contributes to regular Leadership, Administrative, and All-Employee meetings.

Collaboration and Teamwork

- Contribute to a positive School culture by building collaborative, collegial, and respectful relationships and overtly supporting teachers, administrators, and the Board of Trustees.
- Work in collaboration with other members of the Leadership and Administrative teams for the benefit of the School as a whole, in any capacity necessary.
- Participate fully in the School community. Fulfill other duties as assigned, including but not limited to lunch, recess, and carpool duty.

Growth Mindset

- Demonstrate commitment to personal and professional growth.
- Ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Network with peers at other independent and Episcopal schools locally and nationally.
- Attend conferences and professional meetings to remain current on best practices in independent school finances and operations.

Qualifications – Education, Skills and Experience Required

- Minimum of a bachelor's degree in relevant discipline, CPA or MBA preferred.
- Demonstrated record of success with detailed project management, customer service, and business operations. Candidates should have a minimum of 4+ years in a supervisory role.
- Other experience will ideally include endowment accounting, financial reporting, and financial and IT system modernization.
- Demonstrated clarity in verbal and written communication, as well as strong listening skills.
- Demonstrated ability to embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.
- Demonstrate commitment to cultural competence through behaviors and attitudes that enable effective cross-cultural interactions.
- Ability to leverage the knowledge, skills, and abilities of colleagues in fulfillment of responsibilities.
- Experience in an independent school environment preferred.
- Willingness to work flexible hours, weekends, and evenings when necessary.
- Proficiency in the Microsoft 365 suite, Blackbaud Financial Edge and Raiser's Edge, School Admin, and other Student Information and Learning Management Systems and applications.

Physical Requirements and Work Environment

- Regularly works in standard office conditions and climate, occasionally works outdoors.
- Regularly works at a computer screen for extended periods of time and occasionally moves around campus.
- Ability to occasionally move items weighing up to 30 lbs. across the campus/office.
- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Stamina to maintain attention to detail despite interruptions.
- Ability to periodically work flexible hours to meet deadlines and support before and after-school or weekend events.
- Ability to work with children and adults in indoor and outdoor settings.
- Ability to work in on-campus, home, and field trip settings.

Employment and Administrative Team Vacation Policy:

- Benefits include health, dental, and retirement.
- Two weeks paid vacation with one additional week over Thanksgiving, Christmas, and Spring Breaks.

How to Apply

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff
cpatterson@stjohnsschool.org
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.