

Employment Opportunity – CFO



Blue Oak School is seeking a part-time (60% fte) Chief Financial Officer (CFO) who will serve as the school's fiscal leader, responsible for financial management, and short- and long-range financial planning. The person will ensure the continued excellence of all financial aspects of the school and provide leadership and counsel to the Head of School and to the Board of Trustees that will enable Blue Oak School to achieve its educational mission and future goals. Serving as a mentor and resource to the senior administrative team, the CFO will participate in strategic planning and high-level decision making to ensure that the school's finances are managed in a way that optimizes its organizational objectives. The CFO will join a highly collaborative, innovative, and competent senior administrative team as part of a dynamic, mission-driven organization that is constantly evolving. The CFO supervises the controller and reports to the Head of School.

Requirements & Experience

- A bachelor's degree and an advanced degree in a related field, for example an MBA or CPA
 - Minimum of five years experience in non-profit and/or independent school environment in a related position
 - Commitment to progressive education and the good of children is essential
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Attributes

- Ability to build long-range financial models and plan strategically for institutional growth and revenue sources
 - Experience as a supervisor or organizational leader, including direct management
 - A growth mindset and an openness to feedback as the means of achieving personal and professional growth
 - Flexibility in working with others and fostering team-building
 - A long-range thinker who has the vision to anticipate future needs as well as the practicality to translate concept into action
 - Strong sense of integrity, ethics, confidentiality, reliability, and accountability
 - Outstanding communication, organizational, and project management skills
 - Positive problem-solving and analytical skills
 - Capacity to work professionally and respectfully with a broad range of constituents
 - A self-starter with the ability to successfully manage various projects simultaneously, and the capacity to work under pressure of deadlines with grace and a sense of humor
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Responsibilities

- Lead all short- and long-range financial matters, including establishing organization-wide financial and administrative objectives, policies, programs, and practices that will provide Blue Oak School with a continuously sound and mission-appropriate financial structure.
- Work closely with the Finance and Audit Committees of the Board (and other committees, as assigned) and deliver timely and accurate information on the school's fiscal standing, including risk assessment and other pertinent information for making policy and operational decisions.
- Provide managerial oversight of the Finance by leading, inspiring, and motivating team members, developing standards for individual accountability, and communicating performance expectations.
- Collaborating with the Head of School and other senior administrators and serving as a thought partner in achieving the Blue Oak School's mission and finding ways to continually enhance the student experience.
- Oversee the accounting function to ensure proper maintenance and control of all accounting systems.
- Direct the annual budget process, monitor results, and institute vehicles to maximize revenue and achieve financial objectives.
- Manage all cash flow planning and ensure availability of funds as needed, including the creation of financial business plans, forecasts, and budgets.
- Oversee asset management, risk assessment, and banking and investment account activities.
- Represent Blue Oak School to external financial partners, including financial institutions, investment advisors, and

auditors.

- Coordinate audits and proper filing of tax returns.
 - Coordinate data submission to NAIS and Cal-ISBOA
 - Serve as a member of the financial assistance committee and collaborate with the admissions director to support the FA award process
 - Oversee the outsourced HR provider
 - Support the Advancement Office by providing financial reports and updates on fundraising activities
 - Negotiate and maintain benefits contracts
 - Maintain purchasing and vendor contracts/insurance records
 - Represent the school in legal matters
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Please submit a résumé, cover letter, and references to jobs@blueoakschool.org

Blue Oak School, nestled in beautiful downtown Napa, CA, offers a challenging and stimulating education to children of diverse backgrounds and interests. Through the culture and community of the School, teachers nurture the development of character and foster confidence, creativity, flexibility and curiosity in each child. Students, in turn, encourage each other to learn. Relationships among freedom, responsibility, community and environment are explored through studies that engage students as stewards in service to the School, the region, and the world. Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.

If hired, the annual salary range for this 60% fte position is between \$70,000 and \$80,000. The salary may vary depending on preparation, skills and experience. Competitive benefits, for eligible employees, include medical, dental, life insurance, 401k retirement match, and generous paid time off benefits.