



Cape Fear Academy Job Announcement

Applications are now being accepted for a Director of Finance and Business.

Cape Fear Academy

A learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 750+ students and 120+ faculty and staff members, CFA is guided by the mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum, recorded in an online mapping system, establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone for a newly-developed leadership program that empowers students to develop leadership skills, enabling them to go further in school and in life.

Position Description: Director of Finance and Business

Job Overview:

Manage the financial and business operations and affairs of the school within the general guidelines established by the Head of School and Board of Trustees. Major responsibilities of the position are to manage: all budgeting and proper financial accounting and reporting; information technology; human resources; insurance and risk; investment management; and advise Head of School in all financial matters.

Major Responsibilities:

➤ **FINANCIAL MANAGEMENT**

- a. Provide information for the Head of School, School Directors, committees and the Board of Trustees to aid in decision making and budgetary control.
- b. Reports as fully and clearly as possible the financial position of the school.
- c. Prepare school budgets for the Head's review and recommendations and present budgets to the Finance Committee for their approval.
- d. Keep abreast of the school cash flow position at all times and transfer funds as needed.
- e. Invest tuition revenues in short term funds to maximize the interest income.
- f. 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 and assist the Committee with oversight of the 403(b) retirement plan including the annual 403(b) audit.
- g. Report to the Audit Committee as needed to insure proper and timely completion and filing of the general financial audit, 990 tax return and 5500 benefit plan returns.
- h. Develop and maintain a financial planning model in conjunction with the School's Strategic Plan that projects long-range financial needs.
- i. Manage the restricted funds to ensure donor restrictions are met.
- j. Ensure all debt service and loan covenants are met.
- k. Review agency accounts and provide guidance to advisors as necessary.
- l. Review department expenditures monthly to ensure budgets are properly managed by the directors.
- m. Prepare financial reports throughout the year for associations (NAIS, NCAIS, etc).
- n. Recommend to and develop with the Head additional programs that will produce revenue for the school.
- o. Prepare reports for the Financial Aid Committee and coordinate the award process
- p. Negotiate employee benefits and facility liability coverage.
- q. Assist the Treasurer of the Board and the Finance Committee to ensure all required information is available for execution of their fiduciary responsibilities.
- r. Serve on School Leadership Team.
- s. Assist the Head of School with any additional assigned duties.
- t. Serve as liaison with school's legal counsel on all matters.

➤ **BUSINESS OFFICE**

- a. Supervise the Controller to ensure proper accounting procedures are followed in all financial transactions and the benefit programs are managed within established guidelines.
- b. Oversee payables, receivables, and payroll activities in the Business Office; prepare monthly journal entries, and check GL funds for accuracy.
- c. Review all disbursement's documentation before signing checks to ensure all purchases have been properly authorized and are within the school's yearly budget.
- d. Supervise the compilation of financial data for the annual audit.
- e. Review CFA's Accounting Procedures annually and make changes as needed.

- f. Periodically review Business Office policies and procedures to ensure the staff is providing professional service to all faculty, parents and students who need assistance.
- g. Assist with the collection of outstanding accounts as needed.
- h. Negotiates the final food service contract and internal dining program in conjunction with the Director of Operations, Safety and Security.

➤ **PERSONNEL/HUMAN RESOURCES**

- a. Assist with the preparation of all employment contracts and oversee all benefit programs offered to CFA employees.
- b. Obtain competitive bids for insurance programs (health, life, LTD, etc.).
- c. Ensure the Section 125 Plan is administered in compliance with Federal guidelines.
- d. Review employee benefits annually and bring areas of concern and updates to the attention of the Head of School for review and recommendations.
- e. Oversee the review and revision of the Human Resources Manual annually.
- f. Assist in the orientation and training of all new employees.
- g. Conduct training and periodic evaluations for all employees under direct supervision.
- h. Supervise the maintenance of personnel records.
- i. Ensures Compliance with EEO, FMLA, ADA, OSHA, Worker's Compensation, ERISA, Sexual Harassment etc. policies.

➤ **TECHNOLOGY**

- a. Oversee the implementation of a technology plan for the school, including identifying specific hardware and software application needs for students, staff and faculty, and providing continuity of systems and vision as it relates to technology across all divisions.
- b. Oversee the management of all financial aspects of Information Technology activities, including preparation of the annual operating budget, ongoing review of financial operations, purchasing and disposal of technology assets and resources, maintenance of technology inventories, and long-term financial planning for technology replacement, repair and maintenance (TRRSM).
- c. Oversee the Hiring, managing and developing all IT employees. Maintaining effective delegation of responsibilities and project management to ensure staff can successfully meet school's IT needs.
- d. Oversee the maintenance of the network security policy and other school technology policies.

- Performs other projects and duties as assigned.

Knowledge, Skills and Abilities:

- Strong accounting, financial analysis, and contract negotiation skills.
- Excellent verbal and written communication skills.
- Strong project management, time management, and leadership skills.
- Basic understanding of construction project management.
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality.

- Ability to collaborate, prioritize, organize, exercise good judgment, and model Cape Fear Academy's core values of respect, integrity, resilience and accountability.
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, benefits administration, and training.
- Strong supervisory and critical thinking skills.
- Perform with a high degree of confidentiality and integrity.
- Technology savvy with demonstrated skill in using Excel, Word, email, and accounting management software.
- Ability to solve problems effectively and efficiently.
- Independent school experience preferred.

Education:

Bachelor's Degree Required in administration, accounting, finance or general management required, Master's preferred. CPA license preferred.

Experience:

Minimum of seven years of not for profit organization management or public accounting experience. Proficient in use of accounting and payroll software systems.

Equivalency:

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Physical Requirements/Working Environment:

- Frequent use of the computer, phone, and copier.
- Occasional travel required for seminars, conferences, and other training.
- Ability to handle stressful situations in a calm and objective manner.

Start Date: July 1, 2024 preferably

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