

Jesuit High School
New Orleans, Louisiana

Position Title: Chief Financial Officer

Jesuit New Orleans Mission

The mission of Jesuit High School as a Catholic, college preparatory School is to develop in its students the competence, conscience and compassion that will enable them to be men of faith and men for others.

Reporting Relationships

The Chief Financial Officer is a member of the School's senior management team reporting directly to the President.

Position Summary

The Chief Financial Officer (CFO) has primary responsibility for planning, implementing, managing and controlling all financial and accounting activities of the School. This includes financial reporting, budgeting, treasury and cash management, insurance and risk management and long range planning. The CFO is responsible for ensuring that all financial systems and controls reflect best practices and properly safeguard the assets of the School. The CFO is also responsible for Human Resources, including payroll and administration of employee benefit plans (health/medical insurance, life insurance, HSAs, and retirement plan, etc.) and Information Technology.

Primary Responsibilities

- Prepares the monthly and annual financial statements in accordance with generally accepted accounting principles (U.S. GAAP), in a timely manner, and provide explanations for variances as necessary.
- Advises President, Board of Directors, Principal and Director of Development on all business related matters.
- Leads the annual operating and capital budgeting process.
- Prepares long term financial forecasts (operating and capital) in consultation with the President and other senior staff.
- Maintains effective internal control structure including segregation of duties, authorization and approval, etc.
- Serves as a resource to the Investment Committee of the Board of Directors.

- Responsible for risk management (general liability, auto, and worker's compensation) and all insurance purchasing decisions.
- Supervises personnel who manage accounts payable, tuition receivables, cash receipts / deposits (campus-wide), human resources and information technology, and payroll. Ensure job descriptions and expectations are communicated to personnel and annual performance evaluations are prepared.
- The CFO role requires a hands on financial professional who is prepared to manage and resolve issues timely.

Other Responsibilities

- Coordinates accounting for all gifts and bequests to the School.
- Knowledgeable of information systems, hardware, software and communication systems used in an academic and nonprofit environment.
- Works with outside external auditor to facilitate the annual audit and preparation of the audited financial statements and communicates and coordinates with the Audit Committee, including responses to recommendations identified in the audit process.
- Responsible for fixed asset accounting including selecting appropriate depreciation policies.
- Responsible for tracking restricted funds (scholarship and capital campaign contributions) and related restricted net assets for proper reporting in accordance with U.S. GAAP.
- Works with legal counsel to manage claims to a successful conclusion.
- Ensures all governmental and regulatory reports are filed timely including payroll withholding reports (performed by third party provider).
- Responsible for maintaining excellent relations with all banks and financial institutions.
- Responsible for maintaining excellent relations with third party employee benefit providers (payroll, health/medical benefits, life insurance, Health Savings Accounts, and retirement plan). Also respond to employee questions regarding related benefits plans.

Professional Requirements

- Successful applicant must have an undergraduate degree in accounting or finance; MBA is desirable.
- Minimum of ten years of experience in accounting or finance with several years in a significant decision making role.
- Proven experience in preparing financial statements and analyses.
- Thorough knowledge of GAAP accounting for academic institutions and nonprofit organizations.
- Certified Public Accountant preferred.
- Must possess strong analytical and interpersonal skills.
- Excellent written and public speaking ability.
- Capable of serving in a leadership and supervisory role with the ability to set and meet goals timely.
- Proficiency in software programs including Microsoft Office. Must become familiar with general ledger software Sage MAP 100] software including accounts receivable and payable modules.
- Must possess impeccable integrity and character with a commitment to excellence.
- Team oriented, proactive and collaborative business partner.
- Outstanding leadership skills with the ability to manage both professional and support staff.
- Must be outgoing and able to collaborate effectively with other members of the senior management team.

Salary and Benefits

Competitive salary and generous benefit package depending upon experience and qualifications. More details available upon request.

Application Process (Deadline for submission May 15th, 2018)

Please forward your resume' and cover letter via email to:

Mr. Mason Couvillon
Chairman of the CFO Search Committee
Couvillon@jesuitnola.org