



# CLARKSVILLE ACADEMY

## **Position Profile - Chief Financial Officer**

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### **The Position**

The Chief Financial Officer reports to the Head of School and works closely with the Head of School as well as the Executive Committee and Finance Committee. The Chief Financial Officer is an essential member of the school administrative team and serves as a school leader who provides management in the operations of the school, quality control, human resources assistance, and oversees all finances of the school. With growing enrollment, strong teaching and administrative leadership, in addition to a wonderful community -- this is a great opportunity to join Clarksville Academy.

The School is looking to fill this important leadership position immediately.

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### **The School**

From Pre-Kindergarten through grade 12, Clarksville Academy offers a varied college preparatory program designed to help our students gain extensive academic, artistic, athletic, and leadership skills that will prepare them for all future endeavors.

Located in Clarksville, TN, Clarksville Academy is a PreK-12 independent school that provides opportunities for older and younger students to work together in shared learning experiences. Students, parents, and teachers are aware of the warmth and caring that is a vital part of this campus because of the relationships that develop across age levels. Younger students are encouraged to interact with exemplary role models, while older students realize the responsibility that comes with admiration from younger children.

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### **Primary Duties and Responsibilities**

- Establishes accounting policies and procedures
- Develops and implements budgetary and other financial controls

- Supervises the work of the Business Office personnel and use of standard accounting and bookkeeping procedures, keeps an accurate continuous record of the cash and financial position of the school, and manages the financial operation of the school so the institution remains in good standing financially
- Works with outside accounting firm to ensure best practices are being utilized
- Reviews monthly reports and prepares a monthly operating statement for the Head of School and the Board of Trustees
- Reviews monthly reports of expenditures for use of each individual budget center within the school
- Works with the Executive Committee, the Finance Committee, and the Head of School to establish a plan and schedule for the preparation of the annual budget
- Provides information for annual budget needs that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the year
- Provides for the securing of an annual audit of the school's financial records and financial positions
- Oversees all school purchasing, financial investments, banking activities, payroll and benefits program
- Provides staff support, in conjunction with the Head of School, to the Finance Committee, and the Executive Committee of the Board of Trustees
- Manages risk at the school to ensure the safety of personnel and students in their use of the facilities and maintains appropriate levels of insurance to protect the property and to cover the liability of the school
- Works with Director of Security and CPD Officers who ensure the safety of our students, faculty, staff, and families
- Oversees school transportation department with the support of Administrative Assistant, including transportation routes, schedules and contracts and assesses the performance of the transportation companies
- Oversees and coordinates the work of the business and operations staff and support staff
- Ensures the effective management of the cougar store, food-service operation, and any other auxiliary enterprises of the school
- Assists the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff
- Oversees the physical operation of the entire school and its programs
- Works with Athletic Department regarding entire program, TSSAA Policies and Procedures, facilities, maintenance, and grounds
- Creates and oversees the careful maintenance and cleaning programs that maintains the school's facilities, health, and appearance
- Oversees and evaluates the work of a buildings and grounds crew
- Develops, maintains, and reports all required environmental, health and maintenance standards as required by law and to work with the administration, to ensure compliance with all regional, state and federal regulations and laws as they impact the school
- Oversees the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions

- Serves as staff support for the Buildings and Grounds Committee of the Board of Trustees
  - Performs other duties as assigned by the Head of School
  - Supports the school and its leadership
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### **Qualifications and More**

- A minimum of a bachelor's degree in finance, business administration, accounting or economics
  - CPA license preferred
  - Experience in finance or management for independent school, higher education, or non-profit organization
  - Demonstrated leadership experience
  - Ability to train and mentor office staff
  - Excellent organizational and communication skills
  - A true team player and collaborator
  - High level of comfort with technology and systems
  - Experience and appetite for financial planning to support campus development (construction)
  - Demonstrated experience in long term financial planning and growth management
  - Demonstrates a commitment to community engagement
  - Thoughtful, deliberate decision maker and change agent
  - A student centered school administrator -- customer service approach
  - A down to earth, authentic person - CA is a real place with real people
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### **Opportunities for the New Chief Financial Officer**

- Lead and contribute to maintaining Clarksville's position as the premier independent school in the area.
- Develop and implement a budget planning model with senior leadership.
- Continue in maintaining the school's strong cash flow position.
- Help to increase philanthropy.
- Serve as leader in conducting a salary and benefits compensation study working to improve compensation and benefits for all employees.
- Work to maintain the school's stable enrollment by serving as a thoughtful and committed ambassador for the school.
- Be the primary shepherd for the long term strategic financial plan, guiding the next ten years of the school in meeting (and exceeding) its financial goals.

- Examine existing financial systems, business relationships, processes, infrastructure and operations to provide enhanced and streamlined services.
  - Play a key leadership role in the continued implementation of a new schoolwide database system including the use of Blackbaud Financial Edge for its accounting software.
  - Enthusiastically join a seasoned and active leadership team who work collaboratively to help each other and, ultimately, advance the school.
  - The Chief Financial Officer will be encouraged to bring new ideas on a range of issues, including tuition pricing, tuition assistance, increasing revenue, and internal policies and controls that allow for effective school communications related to budgeting, forecasting, and long-term viability.
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### **Living and Working in Clarksville, Tennessee**

Located approximately 45 minutes northwest of Nashville, TN, along the I-24 corridor, Clarksville was the 2019 *Money Magazine* ‘best places to live in the United States’. Known for its wonderful park system, the Cumberland River meandering next to its quaint but vibrant downtown area, and a notable state university, Clarksville has much to offer its residents. Clarksville is the fifth largest city in the state of Tennessee, and is continuing to grow at a rapid pace. Many are drawn to this community due to its affordability, distinct seasons, and central location. A new arena is under construction that will house sports and entertainment opportunities for this gem of a city.

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### **To Apply**

Interested and qualified candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing your interest in this particular position
- A current résumé
- An annotated list of professional references with contact information.  
References will be contacted only with prior candidate approval.

All materials should be sent via email to:

**Jennifer Hinote**

**Head of School**

**[jhinote@clarksvilleacademy.com](mailto:jhinote@clarksvilleacademy.com)**

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.