



The **National Presbyterian School (DC)** seeks a new **Chief Financial Officer** and aims to fill the position by March 1, 2021. The school's mission statement states, *"At National Presbyterian School, we focus on the foundational decade of childhood to launch lives of purpose and compassion."* The School embraces and seeks to engender in its students five core values: **Love, Respect, Honesty, Responsibility, and Safety**. A 280-student, independent, co-educational elementary school (Nursery through 6th Grade), NPS seeks to promote a lifelong love of learning so that its graduates can enrich their communities and the world.



The School has retained **Big Back Pack** to execute a national search for its next **Chief Financial Officer**. For more information, contact **Steve Mandell** at steve@bigbackpack.org.

The Position

The Chief Financial Officer supports the mission of the School through the management of finances, facilities, technology, and personnel operations of the School. He/she will be responsible for the maintenance and review of all School financial records, the implementation and oversight of the School's annual and long range budgets, and other related matters assigned to the position by the Head of School.

Successful candidates will have measurable experience in finance and a background or interest in operations, as well as demonstrated leadership in a strategic role. The School is looking for a person that is a financial professional with a high level of expertise, an effective communicator, and a true team player.

Core Responsibilities and Areas of Oversight

- Ensure the use of general accounting and bookkeeping procedures and internal controls to keep an accurate continuous record of the cash and financial position of the school and manage the financial operations to ensure institutional sustainability.
- Oversee technology and facilities departments and supervise Director of Information Technology, Facilities Manager, and School's maintenance porter.

- Work closely with the school's Director of Administration, who serves as safety coordinator and manages the school's policies and procedures, as well as NPS Human Resources Manager, Certified Public Accountant, and Director of Auxiliary Programs.
- With the Board's Finance Committee and Head of School, devise, recommend, and present yearly tuition budgets and scenarios, as well as long-range budgets.
- Prepare long-range operating and capital budgets, manage costs of major capital projects and deferred maintenance, including facility and plant improvements.
- Participate in strategic planning discussions with the Board of Trustees, Head of School, and leadership team to foster long-term sustainability.
- Help coordinate and support school operations, including facilities maintenance and repairs.
- Develop and implement personnel policies and information security policies of the School.
- Provide all materials and documentation for the school's annual financial audit.
- Oversee coordination of financial investments, banking activities, payroll, and benefit programs, maintaining connections and partnerships with bankers, financing authorities, and other third party administrators.
- Provide staff support, in conjunction with the Head of School, to the Board of Trustees' Finance Committee, Audit and Risk Committee, and the Facilities Committee.
- Coordinate and communicate facilities needs and issues of shared space with National Presbyterian Church.
- Assist the Safety Coordinator and Head of School to maintain and update the Emergency Response Plan and serve on the Crisis Management Team. Serve as risk manager of the School to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- Serve on the Financial Aid Committee with the Director of Admissions.

Core Qualifications and Credentials

Candidates should possess the following requirements and skill sets:

- Bachelor's degree is required, CPA, M.B.A. and/or a master's degree in a related field preferred.
- Ample work experience in a financial and business leadership position.
- Experience in an elementary or secondary school, higher education or non-profit organization is preferred. Individuals with financial and leadership experience in a related field are encouraged to explore this opportunity.
- Demonstrated knowledge and understanding of financial systems, modeling and forecasting, investment and risk management, support services administration, business services, human resources and benefit administration.

- Proven ability to productively interact with multiple stakeholders at all levels of the School community.
 - Knowledge of and experience in setting up effective financial controls.
 - Strong background in finance, budgeting, and cash management.
 - Skilled negotiator able to procure optimal agreements and contracts with external vendors while serving the school's best interests.
 - Experience with facilities management issues and solutions.
 - Expertise in the administration of employee payroll and benefits.
 - Proficiency in the use of technology
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Opportunities for the new Chief Financial Officer

- Build the School's short and long-term strategic financial models in conjunction with the recent NPS Strategic Plan.
 - Examine existing financial systems, business relationships, infrastructure and operations to provide enhanced and streamlined services.
 - Serve as leader in conducting a salary and benefits compensation study.
 - Coordinate a Facilities Master Plan study. Explore creative and strategic methods of improving the School's physical space and building usage.
 - Continue to advance the positive relationship with National Presbyterian Church.
 - The Chief Financial Officer will be encouraged to bring new ideas on a range of issues, including tuition pricing, financial aid, 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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Working at National Presbyterian School

National Presbyterian School abides by all applicable federal, state, and local laws pertaining to nondiscrimination and fair employment practices. The School is committed to employment and personnel policies and practices that provide equal opportunity to all qualified persons and assures that there will be no unlawful discrimination against any individual on the grounds of race, color, age, religion, sex, marital status, pregnancy, national origin, ancestry, sexual orientation, gender identity or expression, handicap, disability, veteran status, political affiliation, use of family/medical leave, HIV/AIDS diagnosis, genetic information, matriculation or other protected category under applicable federal, state, or local law, including perceived inclusion in any of the protected classes. This policy applies to procedures followed during recruiting, selecting, training and continuing education, promoting, and all other personnel actions and conditions of employment such as compensation, benefits, school-sponsored training, social and recreational programs, and disciplinary measures.

To Apply

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

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



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