**St. Mary’s Academy**

**Employment Posting**

**Job Position: CFO**

**St. Mary’s Academy Overview:**

St. Mary’s Academy, located in Englewood, Colorado, is Metro Denver’s premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary’s Academy offers a safe yet innovative program that embraces all student backgrounds and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary’s Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary’s Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary’s Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary’s Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs, as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

The primary objective of the CFO is to further the educational goals of the school through sound business practice. Responsibilities include financial planning and control, financial statements, financial aid, wage and benefit administration, purchasing control, personnel administration, and other general administration.

**Major Duties and Responsibilities:**

* Help set the strategic direction of the school as a member of the Administrative Team.
* Oversee the accounting functions of the business office including cash management, student billing and collections, accounts payable, cash receipts, payroll, and monthly ledger journal entries and schedules.
* Establish appropriate financial controls to protect the financial assets of the school and ensure accurate financial reporting.
* Work with Development office to insure proper reporting of gifts.
* On a weekly basis or as needed, sign checks, approve purchase orders, and monitor expenditures against budget.
* Responsible for preparing and finalizing monthly financial statements.
* Prepare the annual operating budget for the school working with the appropriate managers.
* Review financial aid files and applications and work with the Financial Aid Committee in determining financial aid awards. Assist in the development of financial aid policies with the goal of ensuring that available resources help as many students as possible in an equitable and consistent manner.
* Act as liaison between school and ACIS insurance trust.
* Serve as liaison to the school’s finance committee, endowment committee and the 403(b) committees.
* Record monthly endowment activity and generate endowment reports. Work with the outside investment managers to ensure the required documentation is complete and the appropriate communication with the Endowment Committee occurs.
* Annually review the Investment Policy Statements with Finance Committee, 403(b) Committee and Board of Trustees.
* Work with student billing manager on collection efforts for student accounts, assisting with special payment plans with families when necessary.
* Monitor cash flow and make necessary transfers and/or investments.
* Insure the school follows PCI compliance.
* Review payroll data prior to transmission to payroll service.
* Oversee and supervise employee benefit programs. Stay abreast of possible benefit improvements. Annually update the employee benefits manual obtaining legal review when appropriate.
* Monitor the school’s risk management policies. Ensure adequate liability insurance coverage is obtained.
* Coordinate use of school facilities by outside organizations with Director of Operations.
* Assist in gathering and various data for annual surveys such as NAIS, ACIS, etc.
* Stay abreast of federal, state, and local tax laws as well as other government regulations that affect the school, such as those of the Internal Revenue Service, Equal Employment Opportunity Commission, Civil Rights Act, Occupational Safety and Health Act, as well as wage and hour laws, and property tax law.
* Supervise and assist in the compilation of supporting material in preparation of the annual audit and file the annual IRS form 5578.
* Annually prepare the bond compliance documents.
* Supervise employees in the Business Office.
* Other duties as assigned by the President.

**Qualifications/Requirements:**

Education and qualifications should include the following:

* Bachelor’s degree-Accounting, required
* Non-Profit Accounting experience
* Prefer Experience in a school setting

**Salary/Benefits:**

This is a full-time, 12-month position, which reports directly to the President.

**How to Apply:**

Interested candidates should email or scan a resume, cover letter with references, and salary requirements to:

**Contact Person:**

Bill Barrett

President

St. Mary’s Academy

4545 South University Blvd.,

Englewood, CO 80113

**E-mail of Contact Person:** bbarrett@smanet.org