



Available Position: Chief Financial Officer
Department: Business and Operations
Reports to: Head of School
Full/Part-time: Full-time
Date Posted: September 12, 2022
Start Date: July 1, 2023

About The Trinity Preparatory School:

Trinity Preparatory School is an independent, coeducational, college preparatory school that helps students excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

Founded in 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established the Trinity Preparatory School in grades six through 12. Affiliated with the Episcopal Church, we welcome families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our dedicated and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their commitment is demonstrated to our students, families, and community both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect on the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Description:

The Trinity Preparatory School now seeks a Chief Financial Officer (CFO) who will have a meaningful and enduring impact on the school. In July 2023, the current finance leader will retire after a successful tenure that includes multiple renovation projects, office reorganization, effective budget management, and market forecasting and trend analysis. The next CFO will oversee all financial operations and major campus construction, as well as several operational departments: HR, facilities, and dining services. To effect a smooth transition, the outgoing CFO will serve the school part-time in an advisory capacity and focus on special projects as assigned by the Head of School through the end of the calendar year 2023.

The Chief Financial Officer will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation



The Chief Financial Officer will demonstrate Trinity Prep's four Core Competencies that apply to the role within the organization:

- Financial Acumen
- Manages Complexity
- Business Insight
- Self-Development

The Chief Financial Officer (CFO), responsible to the Head of School, will:

- Interpret and apply the understanding of key financial indicators to make better business decisions.
- Make sense of complex, high quantity, and sometimes contradictory information to solve problems effectively.
- Apply knowledge of business and the marketplace to advance the organization's goals.

The CFO supervises and manages all of the financial and physical operations of the school and serves the Board of Trustees in meeting its fiduciary responsibilities to achieve the school's goals and support the school's mission. He/she supervises the employee payroll/benefits, accounts receivable, accounts payable, vendor selection, general ledger, annual budget, annual external audit processes, endowment administration, and rental properties. In addition, the CFO supervises the physical operation of the school, including buildings and grounds maintenance, housekeeping, and capital expenditures. He/she is responsible for all auxiliary programs, including the foodservice and transportation service. Finally, the CFO oversees the risk management program and is responsible for all government compliance issues related to federal, state, and local laws and ordinances. S/he is a member of the Administrative Team, National Business Officers Association, MISBO.

General Responsibility:

- Oversee and direct the finances and operations of the school

Duties and Responsibilities:

The CFO supervises and manages all of the financial and physical operations of the school and serves the Board of Trustees in meeting its fiduciary responsibilities to achieve the school's goals and support the school's mission. He/she supervises the employee payroll/benefits, accounts receivable, accounts payable, vendor selection, general ledger, annual budget, annual external audit processes, endowment administration, and rental properties. In addition, the CFO supervises the physical operation of the school, including buildings and grounds maintenance, housekeeping, and capital expenditures. He/she is responsible for all auxiliary programs, including the foodservice and transportation service. Finally, the CFO oversees the risk management program and is responsible for all government compliance issues related to federal, state, and local laws and ordinances. S/he is a member of the Administrative Team, National Business Officers Association, MISBO.



Specific Responsibilities:

Cash Management

- Manages bank accounts; oversees reconciled account statements and investment gains/losses

Business Office oversight:

- Supervise the work of the school business office personnel
- Use GAAP accounting procedures to maintain an accurate and continuous record of the cash and financial position of the school with stability and sustainability. Implement new FASB as appropriate
- Prepare monthly operating statements for the Head of School and the Board of Trustees.
- Provide staff support, in conjunction with the Head of School, to the Finance Committee and other committees of the Board of Trustees.
- Oversee the work of the Maintenance Department director and contractors for custodial, food-service operations, rental properties, and any other auxiliary enterprises of the school.
- Oversee monthly reports of expenditures for use by budget managers within the school.
- Prepare projected annual and multi-year budgets that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting. Budgeting includes planning for major capital expenditures.
- Maintain a five-year projected budget and associated tuition level for accreditation purposes and inform the Board of Trustees.
- Secure an annual audit of the school's financial records and financial position.
- Oversee all school purchasing, accounts receivable, collections, accounts payable, financial investments, endowment management, banking activities, payroll and benefits program, and predictive financial modeling.
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities. Maintain appropriate levels of insurance to protect the school property and cover the liability of the school, including its personnel and trustees.
- Oversees the preparation and filing of various Federal, State, and County reports and maintains awareness of all compliance issues as they pertain to the office.
- Works with consultants and outside lenders in obtaining and managing commercial funding; monitoring compliance with loan covenants and ratios.
- Assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of staff.
- Represent the school at various regional, state, and national associations relative to the position.
- Supports advancement office, reconciliation of key Annual Fund pledges/gifts, and other major fund-raisers.
- Communicates accounting policies to teachers and staff and ensures compliance with said policies.
- Support the school and its leadership.



- Perform other duties as assigned by the Head of School.
- Serve as advisor and counsel to the Head of School on all matters.

Qualifications and Experience:

- Education: MBA preferred, CPA desirable.
- Meticulous attention to detail.
- Bachelor's degree in finance, accounting, or closely related field. Master's degree preferred.
- A love of education and a willingness to support innovative teaching and learning at an independent school.
- Experience in an independent school, museum, or other non-profit entity is preferred.
- Must pass a Jessica Lunsford Level II background check and drug test.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Application Requirements:

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

Employee Nondiscrimination Policy:

Trinity Preparatory School is an Equal Opportunity Employer.