



## **The Lamplighter School**

11611 Inwood Road  
Dallas, Texas 75229  
214-369-9201 fax: 214-369-5540

**Title: Chief Financial Officer**

**Classification:** Salary, Exempt

**Status:** Full-time, 12 month

**Reports to:** Head of School

### **Summary Description:**

The Chief Financial Officer is an integral part of the leadership team. S/he is responsible to the Head of School for financial and business functions and for establishing financial and administrative objectives, policies, programs, and practices consistent with the Board of Trustees policies and legal guidance.

### **Essential Duties and Responsibilities:**

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protected confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including tuition billing and collection, accounts payable, contracting, payroll, benefits programs, human resources policies and practices, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- Provide financial reports to school leadership and the board.
- Manage banking, loan, and lease agreements. Receive, account for and disburse monies and securities.
- Supervise accounting for and the investment of the endowment funds and ensure gifts of cash, stock and gifts in kind are applied to appropriate gift categories and corresponding draws are appropriately calculated and applied.
- Oversee financial records for annual independent audit and assist the audit team in preparation of the annual tax return, form 990, and other returns including form 5500.
- Oversee financial aid process in collaboration with Head of School and Director of Admission and Placement
- Serve as staff liaison on board committees (Finance, Audit, and Investment)
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Head of School and the Board of Trustees in meeting fiduciary responsibilities.
- Understand the culture and climate of the school and the wider educational environment.

- Manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.

### **Education and Experience**

- Master's Degree in Business Administration and/or CPA related strongly preferred.
- At least 7-10 years experience in finance, accounting, and financial analysis, ideally in education.
- Experience in broad spectrum of administrative responsibilities.

### **Job Knowledge, Skills, and Abilities**

- Excellent verbal and written communication skills.
- Ability to communicate effectively with senior directors, parents, faculty, staff, and trustees.
- Hands-on experience with non-profit fund accounting and endowment management a plus.
- Ability to create financial models based upon varied scenarios, provide analysis and make recommendations to the Finance Committee and Head of School.
- Demonstrated leadership and facilitative skills.
- High ethical standards.
- Knowledge of financial/business analysis techniques.
- Ability to use independent judgement.
- Proficient in Microsoft products such as Word and Excel.
- Experience working with financial and capital assets software programs (i.e., Blackbaud Financial Edge and Raiser's Edge)

### **Physical Demands and Work Environment**

- Able to deal with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 10 lbs.
- Work primarily in a traditional climate controlled office environment.