



Position Title: **Chief Financial & Operating Officer**

Last Updated: September 2022

Reports To: Head of School

Status: Exempt-Contracted by the Head of School

Schedule: Calendar Year; Base 40 hours per week, additional hours as necessary  
Hours assigned per the needs of the school  
Some travel; weekend and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible - Yes

Summary Description:

The Chief Financial & Operating Officer (CFOO) is a senior member of the Williston Northampton administration, reporting directly to the Head of School responsible for financial, operational, and personnel matters. Additionally, the CFOO is responsible for establishing financial and administrative objectives, policies, programs and practices consistent with the Board of Trustees policies and legal guidance. The CFOO work extensively with the Finance Committee, Investment Sub-Committee, Audit & Risk and Facilities Committee of the Board of Trustees. On matters of compensation compliance, the CFOO reports directly to the Board of Trustees Executive Committee annually.

Essential Functions:

Financial Management and Planning

- Responsible for the oversight of all financial operations, including endowment, investments, cash management, financial analysis, budget management, debt compliance and all tax-exempt financing
- Serve as liaison to the Board of Trustees Finance Committee and the Facilities Committee
- Serve as primary liaison to the Board of Trustees Investment Sub-Committee and the Audit & Risk Committee, with the Director of Finance and Auxiliary Operations serving as a secondary liaison
- Monitor all loans and indebtedness, including any possible interfund loans and transfers
- The CFOO is ultimately responsible for acting on Endowment investment decisions made by the Investment Sub-Committee of the Finance Committee
- Working in collaboration with the Director of Finance and Auxiliary Operations, these decisions may include investment changes, as well as increases and decreases in investment levels and executing approved draws from Endowment
- Responsible for dictating purchasing policies/procedures and internal control/audit functions
- In collaboration with the Director of Finance and Auxiliary Operations, responsible for the management of operational cash flow by maintaining adequate sources from operations and borrowing and invest excess cash in short term funds in accordance with established policy
- Approve all agreements concerning financial obligations, such as contracts for products or services and other actions requiring a commitment of financial resources
- Responsible for the financial and legal aspects of executing bids, contracts and leases
- Maintain accurate financial records, prepare periodic financial statements, and report on financial affairs of the School to the Head of School and Board of Trustees, in collaboration with the Director of Finance and Auxiliary Operations
- Prepare all annual budgets and financial forecasts, and review with Head of School on a regular basis. Make recommendations and provide justification for setting annual tuition and fees to the Board of Trustees

- Coordinate the long-range plan, assess the financial requirements implicit in this plan and develop alternative ways in which financial requirements can be satisfied
- Develop innovative solutions to the challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to management, use of appropriate systems and technology and cost-effective use of resources
- Build a strong partnership with Head of School to ensure that the educational goals of the School are in accordance with the business/fiscal goals of the School
- Communicate with Head of School and the Board of Trustees fiscal changes and anticipated/unanticipated fiscal challenges in a timely fashion
- Collaborate with Senior Leadership team with all strategic planning and serve in leadership capacity during the absence of the Head of School
- Compliance officer for all post-issuance compliance for the school's outstanding tax-exempt debt

#### Risk Management

- Responsible for the school's insurance coverage, liability and risk-related policies and controls. Work with insurance advisors and brokers to insure that adequate, appropriate and cost-effective insurance is in force, including public liability, property and casualty, directors and officers, and Workers Compensation, in collaboration with the Director of Finance and Auxiliary Operations
- Serve as resource for knowledge and skill to mitigate liability exposure through a system of policies, procedures and appropriate insurance coverage
- Work with Director of Campus Safety to ensure all practices, systems and emergency plans are in place, up-to-date, and well communicated to the entire Williston community and understood by all constituents
- Serve on the First Response Emergency Team (FRET)
- Oversee all campus and work safety issues, regulatory and environmental compliance, and any legal matters
- Ensure compliance with all government regulations including ADA, OSHA, IRS reporting, hazardous materials, fire/health and building inspections, and EPA issues
- Serve as liaison with the school attorneys
- Maintain vigilance for situations that could pose a safety or health hazard and recommend appropriate action

#### Business Relationships

- Establish business relationships for services that meet the needs of employees, students and students' families
- Maintain relationships with financial institutions and as needed in conjunction with the Head of School
- Administer banking arrangements and monitor all loans and indebtedness, including interfund loans and transfers, in conjunction with Director of Finance and Auxiliary Operations

#### Personnel Management

- Oversee the employee benefit program, all employment practices related to non-academic personnel, employee morale, payroll services and reporting and employment compliance, in conjunction with the Human Resources Director
- Supervise and manage human resource functions including the writing, implementing and maintaining appropriate personnel policies. in conjunction with the Human Resources Director
- Ensure that the School's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion and separation conform with state and federal requirements
- Oversee human resources function so that all staff personnel issues including evaluations, compensation, discipline, hiring and terminations are addressed
- Working with the Human Resources Director, supervise maintenance and security of personnel records

#### Facilities Management

- Work with Director of Physical Plant in all aspects of plant operations, facilities usage and planning, procurement, general transportation and vehicle care
- Oversee all construction project planning and campus renewal programs as well as general maintenance, housekeeping, and groundskeeping
- Oversee facilities maintenance including preventative maintenance activities, capital planning (utilizing PPRSM when appropriate), and consider all state and federal regulations governing school facilities

Communications, Technology, and Administrative Support Systems Management

- Ensure the development and support of campus technology infrastructure, support for administrative computing systems and maintenance of all telecommunications systems, in collaboration with the Chief Information Officer (CIO)

Auxiliary Services and Program Management

- Oversee the internally operated dining services and snack bar, in collaboration with the Director of Finance and Auxiliary Operations
- Maintain current summer programs and school-year rental relationships and cultivate new internal summer programs that will generate additional revenue and will market Williston, working in conjunction with the Summer Programs Director
- Develop and manage all appropriate sources of non-tuition revenues
- In collaboration with the Director of Finance and Auxiliary Operations, work directly with the Director of Children's Center to ensure the operation is successful and in compliance with all appropriate guidelines, regulations, and is financially sustainable

Town Relationships

- Represent Williston in nearly all local governmental matters
- Be the regular public representative of Williston at all local events, unless circumstances dictate that the Head of School may be a more appropriate representative

Additional Responsibilities:

- Responsible for nine direct reports: Director of Finance and Auxiliary Operations, Director of Physical Plant, Human Resources Director, Director of Campus Safety, Chief Information Officer, Director of Dining Services (Sage Dining) Executive Assistant to the Business Office, Summers Programs Director and the Children's Center Director
- Indirectly responsible for more than 100 non-academic staff
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Serve as member of Williston's Senior Administrative Team
- Other duties as requested or assigned per the Head of School

Qualifications:

- Bachelor's Degree required; Advanced degree preferred in Business Management or related field
- Ten years plus of experience in accounting, financial analysis, and budget formulation, ideally in education
- Experience/knowledge of independent schools, and particularly boarding schools, is extremely beneficial
- Strong interpersonal, communication, and management skills
- Working knowledge of federal and state employment law, including HIPAA, FMLA, ADA, FLSA and EEO
- Ability to solve a wide range of problems
- Knowledge of financial/business analysis techniques with the ability to analyze and organize financial data
- Ability to use independent judgment and to manage and impart information to a range of constituents
- Successful hand-on leadership experience within a progressive, diverse, multicultural learning environment with proven ability to work well with a variety of constituents
- Exceptional analytical skills, with a collaborative yet clear and decisive leadership style
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor

Qualifications continued:

- Strong interpersonal skills, including an enthusiastic, collaborative approach in working with colleagues
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Strong writing and communication skills with the ability to develop and deliver well-articulated presentations
- Extensive working knowledge of Microsoft Office Suite, (Word, Excel, etc.). Proficiency with technology is essential. Knowledge of Blackbaud and Veracross, the two primary databases, is a distinct plus
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Must convey a positive attitude and project a confident demeanor
- Must have a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment
- Must have a valid driver's license
- Being part of the FRET, the school will issue a school owned iPhone, which will need to become your primary mobile phone, in the event of an emergency

Physical Qualifications

- The person in this position:
  - Regularly communicates with other staff, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
  - Occasionally moves small/medium sized items that may weigh up to 25 pounds
  - Can move within the offices to access files and/or use existing office machinery
  - Regularly operates computers or other office machinery, e.g., calculators, copy machines, printers
  - Observes, recognizes, identifies other staff, brokers, vendors, visitors
  - Can remain in a stationary position, (e.g., sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Business Office
- Noise levels may become elevated when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

Limitations and Disclaimer

- The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.
- All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.
- Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.