



Christian Brothers High School

Chief Financial Officer Vacancy – October 2024

The Mission of Christian Brothers High School

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Christian Brothers High School Sacramento is a part of the San Francisco New Orleans (SFNO) District. The mission and vision of (SFNO) District of the Institute of the Brothers of the Christian Schools is to serve the young, especially those who are poor and marginalized.

Position Summary:

The Chief Financial Officer (CFO) for the Christian Brothers High School Sacramento is responsible for overseeing and coordinating the administrative and operational functions of the school, ensuring alignment with our Lasallian Catholic mission and values. The CFO works in partnership with Presidents Cabinet, School Leadership, Faculty, staff and greater Christian Brothers Community to support the strategic direction and operational effectiveness of the school, providing leadership to the Finance, Human Resources, Payroll, Informational Technology, and Facilities departments. The CFO serves as a key executive leader, fostering a collaborative and faith-centered environment that supports the educational and spiritual development of students.

Key Responsibilities:

1. Strategic Leadership and Planning

- Partner with the President/CEO to develop and implement long-term strategic plans that support the mission and goals of our Catholic Lasallian School.
- Drive operational excellence by developing and executing administrative policies and procedures that enhance the effectiveness and efficiency of the schools.

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- Serve as a key advisor on all administrative matters, providing insight and recommendations on policy development and strategic initiatives.

2. Operational Oversight

- Oversee daily administrative operations, including finance, human resources, payroll, facilities, information technology, food services, security and compliance, ensuring alignment with our Lasallian Catholic values and educational standards.
- Lead the development and management of the annual operating budget, working closely with the finance team to ensure financial sustainability and transparency.
- Monitor the financial operational performance of individual process for selecting and implementing new vendors and executing more efficient processes.

3. Financial Management

- Oversee all financial accounts and records, general ledgers, and reporting systems, ensuring accuracy, completeness, and compliance with appropriate Generally Accepted Accounting Principles (GAAP)
- Maintain internal control safeguards and coordinate all audit activities.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Oversee budgeting and the implementation of budgets to monitor actual performance against budget and providing regular updates and financial metrics both internally and externally.
- Oversee investment activities including working with the investment committee to ensure CBHS's assets are directed/redirected based on performance, continually re-evaluating goals and performance of investments, and managing and tracking the performance of CBHS's endowment in keeping with the policies and investment guidelines established by the investment committee.
- Ensure accurate, reliable, and timely monthly GAAP, financial reporting and analysis for the President/CEO, Board of Trustees, Finance Committee,



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administrators, department chairs and other internal and external stakeholders.

4. Human Resources and Talent Management

- Oversee the human resource's function including employee benefits. Lead the development and implementation of HR policies and processes to help facilitate the HR needs identified by the President and administrators, including recruitment, hiring, performance management, and professional development, ensuring a supportive and compliant work environment.
- Promote a positive organizational culture rooted in our Lasallian Catholic values, fostering collaboration, respect, and continuous improvement among faculty, staff, and administrators.
- Support the development and implementation of succession planning and leadership development programs for the CFO's staff to ensure a strong pipeline of institutional knowledge and future leaders.

5. Information Technology Management and Facilities

- Lead the development and implementation of technology initiatives to enhance educational delivery and administrative efficiency.
- Develop and maintain short and long-term technology equipment priorities plan.
- Create and maintain minimum expectations for building management and infrastructure.
- Develop and maintain short and long-term facilities assessment priorities plan.
- Oversee all safety and environmental reporting and testing activities and ensure that required all programs are properly implemented and that the facility maintains full compliance with all compliance requirements.

6. Compliance and Risk Management

- Ensure compliance related to administrative activities, with all relevant local, state, and federal regulations, as well as Church guidelines and policies.
- Develop and implement risk management strategies to protect the assets and reputation of the school system.

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- Oversee legal and regulatory matters, working with external counsel and internal stakeholders as needed.

7. Communication and Stakeholder Engagement

- Serve as a primary liaison between the administrative team, school leaders, and external stakeholders, including parents, alumni, the Diocese of Sacramento, local parishes, and the broader community.
- Communicate effectively with the Board of Trustees and other stakeholders regarding operational performance and strategic initiatives.
- Represent the school at community and Catholic events, fostering positive relationships and promoting the mission of Catholic education.

Qualifications:

- Bachelor's degree in business administration, finance, or a related field required; master's degree and/or CPA highly preferred.
- Minimum of 10 years of progressive experience in finance and administrative leadership, preferably within an educational or nonprofit environment.
- Proven experience in managing complex operations, including finance, HR, technology and facilities.
- Knowledge of federal and state labor and employment laws, FMLA, HIPPA, ADA, COBRA and Affirmative Action Programs preferred.
- Strong understanding of the mission of Catholic education, with a commitment to promoting our Lasallian Catholic mission.
- Exceptional leadership, communication, and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Demonstrated ability to develop and implement strategic plans, manage resources effectively, and drive organizational improvement.



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Compensation

Christian Brothers High School offers competitive compensation, commensurate with experience. Benefits include medical and dental insurance, vacation days, sick leave, employer contributions to a 403(b)-retirement account and the ability to make employee contributions to a 403(b)-retirement account,

To Apply

Interested and qualified candidates are invited to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Mr. Ceron Cherry

Employee Relations Manager

Email: ccherry@cbhs-sacramento.org

Phone: (916) 733 7631

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