



Lawrence School

Great Minds Don't Think Alike

JOB DESCRIPTION:

Believing that “Great Minds Don’t Think Alike,” [Lawrence School](#) is dedicated to providing an educational environment that supports the academic and social growth of students with learning differences in grades K-12. Following its mission to **“Teach students using diverse learning strategies, ignite their potential, and inspire academic, personal and social success,”** Lawrence School serves approximately 300 students from 11 counties and 80 different Northeast Ohio communities. Lawrence School has a faculty and staff consisting of 93 full-time and 24 part-time employees. Lawrence is a private, independent school and a proud member of the National Association of Independent Schools (NAIS), the Association of Learning Differences Schools (ALDS), the Ohio Association of Independent Schools (OAS), the Cleveland Council of Independent Schools (CCIS), and is accredited by the Independent School Association of the Central States (ISACS).

Lawrence School seeks a Chief Financial Officer (CFO) to begin April 1, 2025, upon the retirement of the current CFO. Lawrence School is looking for an individual of outstanding character, whose leadership, collaboration, and fiscal management skills match the school’s culture and mission. The next CFO will be a CPA who has experience preparing budgets and forecasts, negotiating contracts, and can manage relationships with financial institutions.

POSITION TITLE: CHIEF FINANCIAL OFFICER

DEFINITION:

The CFO oversees all of Lawrence School’s business functions, including accounting and reporting, bank and investment management, human resources/payroll, tuition assistance, facilities management, and risk management. The primary objective of the CFO is to develop, implement, and oversee annual financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting. This position reports directly to the Head of School, is a key member of the Executive Leadership Council, oversees all activity of business office staff (currently includes a School Accountant and Business Department Specialist), and works directly with Lawrence School’s Board of Trustees. This is a twelve (12) month position that may require some evening and weekend hours.

Please note: This following description is not intended to be all-inclusive and may not include all of the duties, knowledge, skills, or abilities associated with this position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting and CPA certification required, Master's degree in Business Administration preferred
- Minimum five years of experience in financial accounting and auditing
- Experience working with financial institutions (i.e., banks and investment firms)
- Experience with a not-for-profit organization and/or independent school experience preferred
- Minimum two years of supervisory/management experience
- Strong written, verbal, organizational, and interpersonal skills (this is both an inward and outward facing position)
- Attention to detail/accuracy, timely implementation, and quality performance
- Consistently exercises discretion and good judgment

CURRENT DUTIES:

Accounting and Reporting - Direct Responsibility:

- Build and maintain the annual budget, which is shared with and directly overseen by the Finance Committee
- Create multi-year forecasting/planning
- Present monthly and annual financial reports to school leadership and the Finance Committee
- Ensure compliance with GAAP on all accounting practices, and work with external auditors to accurately complete the annual audited financial statements and 990 return
- Report data to the State of Ohio and accrediting organizations as needed

Accounting and Reporting - Oversight Responsibility:

- Monitor accounts receivable to ensure proper billing, payment, and accounting of amounts due to the school
- Review accounts payable for coding accuracy and proper payment terms, and regularly process payments to vendors
- Collaborate effectively with the Development, Outreach, and Admissions departments to ensure accuracy and proper reporting
- Work with the Director of Institutional Advancement overseeing the financial aspects of Bloom (the School's annual benefit auction)

Strategic Financial Management - Direct Responsibility:

- Responsible for engaging and maintaining the School's banking relationships
- Reconcile and monitor (on a monthly basis) all activity of banking account(s)
- Is the point of contact for the School's investment management relationships
- Reconcile and monitor (on a monthly basis) the performance of the investment account(s), ensuring that the investment company complies with the Board's Investment Policy Statement

- Report all investment activity to the Investment Committee, who have direct oversight
- Incorporate investment return information into forecasts, budgets, and financial statements

Payroll and Human Resources - Direct Responsibility:

- Benchmark salaries and benefits with those of other schools for planning and forecasting purposes
- Lead and direct the annual audit, including the school's 403(b) plan and 5500 return
- Administer and manage all employee benefit programs, including health insurance, retirement, workers compensation, life insurance, and other related plans
- Review and revise the employee handbook annually, and communicate changes to employees
- Create and maintain faculty and staff employment agreements

Payroll and Human Resources - Oversight Responsibility:

- Assist employees in their understanding of their benefits
- Currently acts as Human Resource Director for the School
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements
- Manage workers' compensation policy, obtain timely information from injured employees, and process claims with insurance company

Overseeing of Tuition Assistance

- Review of financial aid applications to ensure accuracy so that those applying meet the qualifications of the School's policy
- Calculate amount of financial aid and scholarships to be awarded each year
- Collaborate with members of the Financial Aid Committee on all award decisions

Overseeing of Facilities Management

- Manage capital budget and expenditures with campus leaders and Facility Managers
- Collaborate with the Facilities Managers and Director of Information Technology to obtain bids for capital projects and technology needs
- Maintain vendor contract files, and enforce contracts as needed
- Review and negotiate contracts related to facilities and technology
- Assists school leadership in planning and monitoring financial aspects of both short-term and long-term capital purchases, construction, renovation, and maintenance projects

Overseeing of Risk Management

- Ensure that the School complies with all federal, state, and local laws and regulations
- Manage the School's liability and insurance policies, and work with the School's insurance company to ensure sufficient coverage of all areas of the School
- Safeguard the School's assets and confidential information through oversight and by updating policies and procedures governing these areas
- Annually review School policies with School leadership and legal counsel as needed

Other Duties

- Supervise Business Office employees as well as the Director of Information Technology
- Review and negotiate any new and/or renewing contractual agreements
- Seek Request for Proposals (RFP) as needed
- Remain current with business management trends through professional development, participation in professional organizations, and attending local and regional professional meetings
- Represent the School at various regional, state, and national associations relative to the role of Chief Financial Officer
- Attend board of trustees meetings, Finance/Investment Committee meetings, and other committee meetings as needed
- Willingness to participate in other work-related duties as needed

KEY SKILLS AND KNOWLEDGE:

- Exhibits an understanding of and commitment to Lawrence School's mission, vision, and guiding principles
- Conducts self in presence of students, parents, faculty, staff, trustees, and visitors in a manner which models the core values and behaviors Lawrence School seeks to teach
- Maintains the highest degree of integrity and ethics, including commitment to confidentiality and professionalism
- Demonstrates strong leadership, management, and organizational skills, as well as an attention to detail with excellent time management and analytical skills
- Utilizes strong oral and written communication skills
- Desires a work environment that is supportive, engaging, and collaborative
- Maintains the ability to build interpersonal relationships with a variety of constituents, work independently yet effectively with others, and manage a wide variety of issues, situations, and people
- Possesses advanced skills in Microsoft Office Suite products, web applications, and database management software, as well as the ability to confidently learn new technologies

Lawrence School welcomes students, staff, and trustees of all ages, races, colors, religions, sexes, genders, sexual orientations, disabilities, handicaps, and national/ethnic origins to all the rights, privileges, programs, and activities made available at the school. Lawrence School does not discriminate in administration of its education or admission policies, hiring practices, tuition assistance, or other school-related initiatives.