

Job Title: Chief Financial & Operations Officer (CFOO)

Group I: 12-month contract

FSLA: Exempt (not eligible for overtime pay)

Our Mission: To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Job Description

Central Arkansas Christian Schools Inc. is a vibrant and growing prekindergarten through 12th with multiple campuses located in the Central Arkansas area that seeks an experienced and strategic Chief Financial & Operations Officer (CFOO) to join their leadership team. The CFOO will be critical in overseeing the school's financial health, operational efficiency, and strategic planning. The ideal candidate will be a collaborative and mission-driven leader with a deep understanding of independent school finance and operations, a commitment to excellence, and a passion for supporting the school's mission and values. The CFOO will collaborate closely with the Head of School and the Board of Trustees to ensure the school's long-term financial sustainability and operational excellence.

Essential Functions

- The CFOO will collaborate closely with the Head of School and the Board of Trustees to ensure:
- Reporting to the Head of School, the CFOO will be responsible for a wide range of functions including, but not limited to:
 - Financial and operational functions
 - Budgeting
 - Financial reporting
 - Risk management
 - Human resources
 - Facility oversight and Stewardship
 - Technology implementation and budgeting
 - Development oversight
 - New project and building oversight

Qualifications, Attributes & Experience

- Independent school experience preferred/ Non-profit experience
- Strong financial and operational acumen
- Trustworthy and ethical
- Experience leading and managing a team
- Strong communicator
- Excellent time management skills
- MBA or advanced degree in finance or accounting, CPA a plus

- 5 years minimum experience in accounting and related financial fields, with positions of increasing responsibility
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, organizational strengths, competitive analysis, etc.
- Experience in human resource management, employee benefits (including pension plans), and payroll procedures.
- Ability to manage multiple projects and priorities simultaneously and provide perspective on complex organizations.
- Support the school's Statement of Faith, Community Covenant, and Mission.
- Demonstrate spiritual leadership and maturity
- Positively contribute to the culture of CAC
- Exhibit professional standards of presentation, punctuality, courtesy, and discretion.
- Maintain professional credentials and/or certification.
- Complete a minimum of 36 hours of approved professional development each year, particularly in operational, finance education, and Christian leadership.

Application Process

Please apply at cacmustangs.org/about/employment. For additional information, contact Lisa Lancaster at llancaster@cacmustangs.org