



## **Job Posting**

### **Interim Chief Financial Officer**

**Reports To:** Head of School  
**Classification:** Interim, full-time

#### **Position Summary**

Christ Episcopal School, an Early Childhood to 12th grade, coeducational, Episcopal school, located in Covington, Louisiana, seeks an Interim Chief Financial Officer to provide experienced financial and operational leadership during a period of transition. This role ensures continuity in the business office while helping the school assess current conditions, strengthen processes, and position the next permanent leader for success.

While the Interim CFO will oversee essential day-to-day functions, the school is also seeking a leader who can bring fresh perspective, identify where systems or responsibilities may have accumulated over time, and help build a stronger foundation for the future.

#### **Primary Responsibilities**

The Interim CFO will:

- provide leadership and oversight for the school's financial and administrative operations during the transition period.
- ensure continuity in core business functions, including payroll, accounts payable, accounts receivable, cash management, and financial reporting.
- oversee the preparation of timely and accurate financial statements, forecasts, and other analyses for the Head of School and Board of Trustees/Finance Committee.
- lead or support the annual operating budget process and maintain short- and long-range financial projections.
- support audit preparation and help maintain appropriate internal controls, financial procedures, and data integrity.
- review existing systems, processes, and workflows to identify practical improvements and areas where informal workarounds may be masking larger structural issues.
- partner with the Head of School and other school leaders to translate financial information into clear, usable insight for decision-making.
- help clarify the scope and priorities of the permanent finance leadership role, including identifying responsibilities that should remain in the business office and those that should be reassigned elsewhere.
- attend and present at Finance Committee and, as needed, Board meetings.

## **Operational Oversight**

The Interim CFO also oversees the following administrative functions:

- Human resources
- Facilities and long-range maintenance planning
- Food service
- Transportation and safety
- Vendor and contract management

## **Education and Experience:**

- Bachelor Degree in a business-related subject, master's degree in accounting, finance, or business preferred
- CPA preferred, but not required
- A minimum of 10 years of related experience (experience in private school, nonprofit, or similarly mission-driven organization preferred, but not required)
- Demonstrates a deep understanding of effective fiscal management of a nonprofit or school, including GAAP
- Involvement in strategic planning and vision setting preferred
- Experience in stewardship, cultivation, and generation of non-tuition revenue and capital funding preferred

## **Term and Structure**

The term is January 1, 2027, through June 30, 2027.

## **Application Process**

Please submit a résumé and letter of interest describing relevant financial leadership and transition experience to [clafrance@christepiscopalschool.org](mailto:clafrance@christepiscopalschool.org)

**Christwood Boulevard Campus** 80 Christwood Boulevard / Covington, LA 70433 / 985.871.9902

**Early Childhood Campus** 120 South New Hampshire Street / Covington, LA 70433 / 985.892.9156

[www.christepiscopalschool.org](http://www.christepiscopalschool.org)