Job Posting
Chief Financial Officer

Reports To: Head of School
Classification: Full-time

Position Summary

Christ Episcopal School, an Early Pre-K to 12th grade, coeducational, Episcopal school located in Covington, Louisiana, is seeking our next Chief Financial Officer to provide experienced financial and operational leadership.

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

Primary Responsibilities
The CFO will:

- provide leadership and oversight for the school's financial and administrative operations.
- 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 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 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's 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.

Application Process

Please submit a résumé and letter of interest describing relevant financial leadership experience to clafrance@@christepiscopalschool.org