



JOB DESCRIPTION

YES Prep Public Schools

CHIEF FINANCIAL OFFICER

REPORTS TO: HEAD OF SCHOOLS

JOB GOAL: Under the direction of the Head of Schools, responsible for all aspects of accounting, fiscal controls, financial reporting, government compliance, GAAP compliance, and donor compliance. As a member of the YES leadership team, works with all levels within YES in addition to outside consultants and vendors. The Chief Financial Officer (CFO) must ensure these operations and functions provide maximum support to the YES Prep Public Schools' mission.

TERMS OF EMPLOYMENT:

Length of Work Year: 12 months

Salary: Approved by the YES Prep Public Schools Board of Trustees

QUALIFICATIONS:

Education/Certification: Bachelor's Degree in Accounting or Finance from an accredited institution.

Experience:

- 5+ years as an accountant, preferably in a public school finance management role.
- Fluency with various accounting software packages, especially APTA.
- Proficiency with MS Office and advanced capabilities with Excel.
- Systems migration experience.
- Demonstrated P&L responsibility.
- Background in public education (preferred). Teaching experience (a plus).

Special Knowledge/Skills:

- (1) Knowledge of non-profit accounting and public sector finance (preferred).
- (2) Knowledge of the laws, rules, procedures, and programs specifically related to the fiscal management of public schools in Texas.
- (3) Excellent written and oral communication, planning, and organizational skills.
- (4) Excellent public relations and interpersonal skills.
- (5) Excellent facilitation, influencing and negotiating skills.
- (6) Ability to work collaboratively with colleagues, direct reports and stakeholders.
- (7) Ability to supervise direct reports and support their professional development.
- (8) Ability to motivate and inspire others to achieve outstanding results.
- (9) Ability to manage multiple priorities and meet deadlines under pressure.
- (10) Ability to gather and analyze data in order to produce reports and/or make improvement recommendations.
- (11) Ability to interpret and implement laws, rules, and policies.
- (12) Ability to exercise excellent judgment in decision-making.
- (13) Passion for working with low income students and promoting their educational development.



MAJOR PERFORMANCE RESPONSIBILITIES AND DUTIES

Fiscal/ Financial Leadership

- (1) Develop strategic plan that sustains the financial health and stability of YES Prep Public Schools.
- (2) Ensure the effective and efficient performance of the accounting department and accounting staff. Ensure implementation of appropriate accounting policies and procedures to comply with GAAP and Government Agency regulations.
- (3) Manage cash, financing, and investments.
- (4) Perform planning, forecasting and economic modeling. Create and modify financial models for strategic decision making and fundraising. Budget development.
- (5) Oversee the accurate and timely preparation of audits and tax returns.
- (6) Support and inform all District money managers with regards to spending, planning, and other financial analysis matters.
- (7) Maintain a close working relationship with other members of Home Office Team, school directors and relevant campus staff to ensure exchange of best practices, coordination of efforts, and general support for the finance/ accounting department.
- (8) Report on the status of finance/ accounting department on a periodic basis and/or at the request of the Board of Trustees, Head of Schools, Director of Development, and/or School Directors.
- (9) Serve on the Head of School's Leadership Team and exercise proactive leadership in promoting the vision and mission of the District.

Accounting Department (Controller)

- (10) Perform or supervise all accounting functions including general ledger, payroll, A/P, A/R, reporting, budgeting, and analysis.
- (11) Prepare tax returns and audits.

People Management and Development

- (12) Facilitate check-in meetings with direct reports (Controller and Reporting Manager).
- (13) Provide coaching and mentoring to direct—and, if applicable, indirect—reports. Assist them in the development of their goals for the year and monitor their progress throughout the year.
- (14) Supervise and evaluate direct reports (Controller and Reporting Manager).
- (15) Support and provide input into the performance evaluation of School Directors.

Professional Growth and Development

- (16) Identify areas for own personal/professional growth.
- (17) Participate in meetings, workshops, seminars, and conferences to enhance knowledge/skills, address areas for personal/professional growth, and further develop school goals and staff.
- (18) Apply knowledge and insights gained through professional development. Share this knowledge with staff, campus and district leaders as appropriate.
- (19) Keep well informed about current trends in field(s) of expertise and provide leadership in incorporating such trends into everyday practices (i.e. GAAP).

Professional Practices

- (20) Comply with all state and federal laws, local board policies, administrative guidelines, and the Texas Educators Code of Ethics.
- (21) Serve as appropriate role model for YES colleagues, students, staff, and parents.
- (22) Conduct all YES meetings in a professional manner.
- (23) Demonstrate trustworthiness in dealing in confidential matters.
- (24) Make decisions regarding students and staff after reasonable and appropriate measures have been taken to gather important data and information; solicit input from outside sources when appropriate.

Other

- (25) Perform other duties as assigned by Head of Schools.

SUPERVISORY RESPONSIBILITIES:

Direct Reports:

- o Controller
- o State and Federal Reporting Manager

Indirect Reports:

- o School Directors

WORKING CONDITIONS:

Mental Demands

Ability to communicate effectively (verbal and written); flexibility; ability to manage simultaneous demands from a variety of sources; interpret policy, procedures, and data while in a fast-paced and sometimes stressful environment.

Physical Demands/Environmental Factors

Occasional prolonged and irregular hours of duty.

* The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.