



Chief Financial Officer Opportunity

Charles Armstrong School
Belmont, California

[Charles Armstrong School](#) unlocks the unique potential of students with dyslexia and related learning differences, and has changed the trajectory of their lives for over 50 years. Current CFO Neil Tuch is taking over as Head of School and is looking for his successor. Neil is a Harvard MBA, and has shepherded the organization to incredible financial strength. They operate with \$28M in assets, \$11M budget, \$15M endowment/cash reserves, and clean audits. They own their land and buildings, have completed numerous successful capital projects, and are at near full enrollment. This role is based in the San Francisco Bay area, and offers excellent salary, benefits, and 403(b).

Position Overview:

The CFO reports to and is a critical advisor to the Head of School. In addition, this role serves as an important member of the School's Leadership Team and the Board of Trustees' finance, audit, and buildings and grounds committees. The CFO participates actively in execution of the school's Strategic Plan and supervises all of the School's banking and investment activity, Accounting (with a very strong Controller), HR, IT, and Facilities, including capital building projects and security. The CFO is an important advocate for and participant in Armstrong's Diversity, Equity, & Inclusion work.

Primary Responsibilities:

- Supervise the work of the school business office including Accounting, HR, IT, and Facilities.
- Communicates the true financial picture of the organization with appropriate projections to the Head of School, Board of Trustees, Finance Committee, Audit Committee, Buildings and Grounds Committee, and the Armstrong's administration.
- Ensure adherence to all appropriate FASB and GAAP accounting standards, and all relevant state and federal tax reporting requirements. Supervise and support the Controller and other accounting staff in all operational accounting issues, financial reporting, cash management and internal controls.
- Ensure financial stability of the school by building on plans for the short term and long term financial sustainability of Armstrong School.
- Develop, implement, and maintain internal financial reporting systems, and financial controls.
- Prepare a monthly operating statement for the Head of School and the Board of Trustees.
- Provide a monthly report of expenditures for use of each individual budget center within the school.
- Establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year.
- Oversee the annual audit of the school's financial statements and 990 tax returns.
- Conduct detailed benchmarking of Armstrong versus peer schools in the Bay Area and the Learning-Disabled (LD) community.

- Oversee all school purchasing, financial investments, banking activities, payroll and benefits programs.
- Manage risk to ensure safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and cover the liability of the school.
- Assist the Head of School with decisions regarding salaries and benefits for all employees, including the evaluation of support staff.
- Support the school and its leadership including development efforts.
- Provide support, in conjunction with the Head of School, to the Finance Committee and the Executive Committee of the Board of Trustees.
- Serve on the Finance, Buildings & Grounds, and Audit Committees of the Board of Trustees.
- Lead and work closely with parents on financial aid program, and tuition options.
- Establish and maintain contact with board members, financial institutions, and the investment community.
- Performs other duties as assigned by the Head of School.

Required Skills:

- Excellent communication (written, verbal and listening), planning, monitoring and delegating skills. Ability to juggle multiple tasks and responsibilities simultaneously. A collaborative, positive, team-oriented approach to work.
- Skilled in problem solving and understanding financial and other risks and developing solution for their management.
- Deep expertise in the development of accurate, timely and useful financial reporting. Ability to identify and employ appropriate technology across the responsibilities of the position.
- Strong knowledge, experience and an insightful understanding of finance and administration with a solid grasp of accounting.
- Ability to interact with faculty, and staff, as well as Board committees, architects, bankers, contractors, vendors, auditors, and insurance risk consultants
- Strong interpersonal and organizational skills, integrity, judgment, and competence. Reflect and model the school's core values of integrity and mutual respect.
- Understand the culture of the school and engender trust and confidence across constituencies.
- Independent, creative thinking, high self-esteem, and a sense of humor.
- Represent the school at various local, regional, and national association gatherings and conferences.
- Ability to cope successfully with stressful situations, schedules, and deadlines.
- Extremely comfortable with technology skills including Word, Outlook, Excel, and PowerPoint, with an ability to learn additional software programs.

Contact:

This retained search is managed by Mary Law of Armanino, the largest California-based CPA and consulting firm. We work with over 800 private schools and nonprofits, and we are the California nonprofit executive search leader. Please submit your resume to:

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