



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Chief Financial Officer

The Chief Financial Officer is a full-time, salaried position with a 12-month work schedule, beginning July 1. The Chief Financial Officer will report to the Headmaster.

Position Overview

Cincinnati Classical Academy seeks a mission-aligned and detail-oriented Chief Financial Officer (CFO) to join our leadership team. The CFO oversees all financial operations, ensuring that the school remains fiscally sound, legally compliant, and mission-focused. This includes the development and monitoring of budgets, internal financial controls, and compliance with local, state, and federal regulations. The CFO plays a critical role in stewarding resources effectively and transparently in support of the school's long-term sustainability and classical mission.

The Chief Financial Officer's essential duties and responsibilities are as follows:

Financial Management & Oversight

- Ensure compliance with all applicable local, state, and federal laws and regulations related to charter school finance.
- Monitor the financial health of the organization and report regularly to the Director of School Operations and Board of Directors.
- Lead the development, implementation, and oversight of annual operating and project-specific budgets.
- Manage cash flow, accounts payable and receivable, and purchasing processes.
- Review and approve invoices and expenditures, ensuring they align with budgeted allocations.
- Reconcile monthly financial records and prepare regular financial reports for internal and external stakeholders.
- Present comprehensive monthly financial reports to the Board of Directors.
- Maintain systems for inventory, procurement, and supply chain management, including receiving and distribution.
- Serve as the primary liaison to external financial consultants, auditors, and regulatory bodies.

Operational Support

- Coordinate procurement of supplies, materials, and equipment across departments.
- Oversee inventory tracking and management for school-wide purchases and deliveries.
- Maintain organized and auditable records of financial and operational documentation.

Computer Skills

To perform this job successfully an individual must have knowledge of Office, accounting software, order processing software, spreadsheet software, and word processing software.

Qualifications & Skills

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field (Master's degree preferred).

- At least three (3) years of relevant experience in financial management, preferably in a non-profit or public-sector setting.
- Demonstrated proficiency in accounting software, Excel, and financial reporting systems.
- Strong organizational and analytical skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- A mission-aligned approach and enthusiasm for contributing to the success of a classical liberal arts school.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation & Benefits

Salary is competitive and commensurate with experience and qualifications. Benefits include:

- Health and dental insurance
- Paid vacation and personal days
- Paid holidays
- Enrollment in the State Employees Retirement System (SERS)
- Enrollment priority for children
- A mission-driven, collegial work environment

All offers of employment are contingent upon successful completion of background checks.

Application Process

Staff applicants must submit the following in a single email to Careers Search Committee: careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.