



Chief Financial Officer Job Description

General Description:

The **Chief Financial Officer (CFO)**, reporting to the Chief Executive Officer (CEO), manages and oversees the business and financial operations of the school, including budgeting, payroll, purchasing, facilities, nutrition, information technology (IT), and risk management. The role requires a deep commitment to educational excellence, fostering a supportive environment, collaboration, systems thinking, creativity, and problem-solving.

Responsibilities & Duties:

Leadership and Advisory Role

- **Board Reporting & Presentations:** Translates financial data into clear, actionable insights for educational partners; oversees the Board's Audit and Finance Committees.
- **Legal & Regulatory Knowledge:** Stays current on Ed Code, charter renewal finance criteria, and financial policies.
- **Strategic Financial Decision-Making:** Aligns fiscal operations with the schools' mission and long-term sustainability.
- **Oversight of Operations Departments:** Provides strategic leadership for Business, Facilities, Technology, and Nutritional Services.

Financial Management and Reporting

- **Charter School Funding Models:** Manages revenue streams, including LCFF, in-lieu property taxes, categorical funding, local funding, and state/federal grants.
- **Multi-Year Budget Planning:** Develops 3-5 year financial projections to ensure long-term financial stability.
- **Restricted vs. Unrestricted Funds:** Ensures proper allocation and tracking of funds such as Title I, II, III, IV, and Special Education.
- **Cost Analysis & Financial Forecasting:** Conducts financial data analysis to project future revenues, expenses, and cash flow.
- **General Ledger & Fund Accounting:** Maintains accurate financial records with proper expenditure coding in compliance with state and federal regulations.
- **Internal Controls Development and Maintenance:** Implements and evaluates internal controls.
- **Relationship Management with Banks and Financial Institutions:**
- **Oversight of investment activities and results by the Foundation:**

Audit and Compliance

- **State & Federal Reporting Requirements:** Oversees compliance with financial reporting, including SACS, and other grant reporting.
- **Local Oversight Agency Compliance:** Ensures compliance with fiscal and operational reporting requirements from LAUSD and CDE.
- **California School Accounting Manual (CSAM):** Applies state accounting principles to financial operations.

- **FCMAT California Charter School Accounting and Best Practices Manual.** Follows FCMAT charter schools guidance aimed towards maintaining fiscal accountability, transparency, and accuracy.
- **Annual Financial Audits:** Prepares for and responds to external independent audits, addressing any findings to maintain compliance.

Risk Management

- **Cash Flow Management:** Monitors monthly cash flow to ensure financial liquidity as well as daily liquidity between operating account and sweep funding.
- **Reserves & Fund Balance Management:** Maintains adequate reserve levels per state requirements and organization requirements as set forth in the Fiscal Policies & Procedures adopted by the Board.
- **Investment Policies & Strategies:** Manages investments within the organization's investment policy.
- **Insurance & Risk Management:** Manages liability, workers' compensation, property, auto, childhood sexual assault, cybersecurity, and student accident insurance.

Policy, Procedure, and Planning

- **Public Bidding & Procurement Laws:** Ensures compliance with California Public Contract Code for purchasing and RFP processes.
- **Facilities Funding & Compliance:** Oversees funding strategies, including Prop 39, Developer Fees, and bond financing.
- **Deferred Maintenance Planning:** Develops budgets for long-term facility upkeep and ensures compliance with safety regulations.
- **Cybersecurity & Data Privacy:** Ensures compliance with FERPA, HIPAA, and data protection regulations.

Operational Oversight and Support

- **Payroll Processing & Compliance:** Ensures timely payroll, tax reporting, and compliance with STRS and ACA requirements.
- **CalSTRS Pension Contributions:** Working with the back office provider, manages pension contributions and reporting for certificated employees.
- **HR & Labor Compliance:** Ensures adherence to union contracts, salary schedules, and employment laws.
- **Vendor & Contract Management:** Negotiates and oversees contracts for facilities, food services, IT, and instructional materials.
- **Technology & Data Systems:** Utilizes ExEd, PowerBI, NetSuite, PowerSchool, Quickbooks, and other financial management software for operational efficiency.
- **Nutritional Services:** Manages budgeting and compliance for food service operations and oversees the Director of Nutritional Services
- **Facilities Management:** Provides strategic oversight of the Facilities Department, ensuring efficient operations in custodial and maintenance services. Directly supervises the Director of Facilities to maintain safe, functional, and well-maintained facilities that support the organization's mission and operational needs.
- **Technology Management:** Oversees the Technology Department, ensuring alignment with organizational goals and technological advancements. The Technology Manager reports directly to the CFO, who provides leadership and strategic direction to support the organization's IT infrastructure, security, and operational efficiency.

Requirements:

Education

- Bachelor's degree from an accredited institution in accounting, finance, business administration, or a related field, or a combination of relevant education, training, and experience equivalent to a bachelor's degree
- Master's degree in accounting, finance, business administration, school administration, or a related field from an accredited institution is preferred

Experience

- Experience in public school business operations in a supervisory or management role (charter school setting preferred)

Certifications

- Completion of CBO program and/or CBO certification or training is preferred
- CPA License is preferred

Compensation:

- Competitive salary range based on education and experience
- Medical, dental, and vision coverage
- 12-Month calendar/229 workdays
- \$200,000 - \$230,000

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