



Verde Valley School

Business/HR Officer (CFO) Job Description

The Business/HR Officer reports to the Head of School.

Responsibilities include the following:

Business

- To implement best practices in standard accounting, and bookkeeping procedures, to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- To prepare a monthly operating statement for the Head of School and the Board of Trustees.
- To provide a monthly report of expenditures for use of each individual budget center within the school.
- To 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.
- To provide for the securing of an annual audit of the school's financial records and financial positions.
- To oversee all school purchasing, financial investments, banking activities, payroll and benefits program.
- To oversee the daily operations, staffing, and operating plan for dining services and maintenance operations.
- To provide staff support, in conjunction with the Head of School, to the Finance Committee and the Executive Committee of the Board of Trustees.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.

- To ensure the effective management of the food-service operation and any other auxiliary enterprises of the school.
- To assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.

Human Resources

- To implement best practices in Personnel and Human Resources Management.
- Inform Head of School on compliance issues including personnel policies.
- Review and, when necessary, make changes to the employee benefit package.
- Produce annual employee work agreements.
- To work with the School Office Manager to ensure the school is complying with all policies regarding hiring, including background and fingerprinting checks.
- Administer payroll.

Administrative

- To represent the school at various regional, state, and national associations relative to the role of being the Business/HR Officer.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.

In addition to financial expertise, the successful candidate must possess exceptional interpersonal skills working with faculty, staff, and school families, along with a spirit of collaboration with all school constituencies. Ideal candidates will possess at least five years of experience in a position of financial leadership, preferably in an educational and/or non-profit setting. A strong understanding of complex financial instruments and proven experience developing financial strategies that support strategic priorities are essential.