



## CHIEF FINANCIAL OFFICER Position Description

**City Academy seeks a dynamic financial leader to become CFO. City Academy's CFO will maintain and cultivate the academic program at one of the truly unique and transformative independent schools in the United States.**

### SUMMARY OF POSITION

Responsible for management of financial and administrative functions including accounting operations, financial reporting, human resources, facilities, food services, tuition and office administration.

- Reports to Head of School and President
- Member of City Academy's Leadership Team
- Provides advice to the Head of School and President on the following departments: finance, administration, human resources, facilities, as well as advice on tuition trends and best practices
- Full Time – Exempt Employee, 40+ hours per week
- Employee at will position. Either employee or employer may terminate the employment relationship at any time, with or without notice and with or without cause.

### SUPERVISORY RESPONSIBILITY

Positions directly reporting to this position are:

- Controller
- Operations Coordinator
- Facilities Manager

### MISSION

City Academy's mission is to transform children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

### HISTORY

"We opened City Academy in 1999 with a belief that children, regardless of income or race, will overcome barriers with their determination, their hard work and a support system of exceptional educators with bold expectations." – Don Danforth III, co-founder & president

City Academy grew out of the ideals of the Mathews-Dickey Boys' and Girls' Club, a premier youth agency that has provided athletic, educational and cultural enrichment programs to thousands of children since 1960.

City Academy was co-founded by Don Danforth III and Duncan Marshall, who shared ties to Mathews-Dickey and Mary Institute and Saint Louis Country Day School (MICDS), an independent school in St. Louis County. As Director of Education at the Mathews-Dickey Boys' and Girls' Club for eight years, Mr. Danforth developed high-quality after-school and summer programs for children in the city who typically had limited educational opportunities. Mr. Marshall, a long-time Mathews-Dickey volunteer, served as Director of Admissions at MICDS, where he saw great opportunities for well-prepared minority students to receive scholarship support for secondary school. Their idea was to create a high-performing independent elementary school for committed families whose educational opportunities were limited by geographic, demographic, or economic factors. They believed that

academic rigor and exceptional teachers would engage students in learning, challenge them to meet or exceed high standards, and, ultimately, prepare graduates for success in top independent secondary schools.

City Academy opened in 1999 within the Mathews-Dickey facility, with just three grades (junior kindergarten, senior kindergarten and first grade) and 42 students. The school added one grade per year. Then, in September 2004, City Academy opened a new 40,000 square-foot facility on Kingshighway, across the street from Mathews-Dickey. In 2007-2008, 125 students were enrolled in City Academy, which now extends from pre-kindergarten through sixth grade. City Academy celebrated its first class of graduates in 2005. They and their peers matriculate to the strongest independent secondary schools in St. Louis. Additionally, City Academy's class of 2005 reached a milestone in 2015 with members of the class graduating from college!

### **PROGRAM**

City Academy believes that both the social-emotional and academic growth of each student is equal and necessary to address the healthy development of the whole child. Through the application of the *Responsive Classroom Program*, teachers strive to develop a classroom culture that is both safe and cohesive. Our school-wide values are known as C.A.R.E.S., which stand for cooperation, assertion, responsibility, empathy and self-control.

#### Language Arts Philosophy (All Grades)

Reading and writing empowers students to be thinkers and creators. To foster this empowerment, we believe that students must be immersed in a culture devoted to a rich language arts program that is cross-curricular in its approach. The entire City Academy community engages our students in the processes of reading and writing. Parents, teachers, administration, alumni and staff read to our students, making reading an integral part of every student's day. As students develop, instruction is differentiated to support varying abilities and needs to ensure each student possesses an assortment of reading comprehension strategies. Writing begins with expressing ideas through representations and builds into an expression of words. Students practice and become familiar with writing through journaling, personal narratives, lists, stories, poetry and nonfiction. Our youngest students see themselves as writers. The Writer's Workshop model fosters independence, allows teachers to regularly conference with students individually, and supports differentiated instruction.

#### Reading Philosophy (All Grades)

At City Academy, we believe that for students to become life-long readers, they must be immersed in a culture devoted to reading. The entire City Academy community engages our students in the reading process: parents, teachers, administration, alumni and staff. Our reading program is an integral part of every student's day, is cross-curricular and is nurtured within our students beginning in our early childhood program and continuing through the completion of the sixth grade. Our instruction has been designed with the goal of developing empathic and detail-oriented readers who not only understand themes, points of view and authors' purposes; but who can also reflect on what they have read to develop cultural, societal and personal perspective.

Reading instruction is differentiated to support the varying abilities and needs of our developing readers ensuring that each individual student possesses an assortment of comprehension strategies that work for them.

#### Spanish Philosophy (All Grades)

The City Academy Spanish program begins with immersion in early childhood, a time when children are most receptive to language learning. In all grades, students actively participate in Spanish instruction through games, songs, projects, and the use of technology — specifically, Rosetta Stone.

The Spanish program exposes students to other cultures and develops their Spanish speaking, reading and writing abilities.

#### Music Philosophy (All Grades)

The general music at City Academy begins with experiential interaction with a variety of musical styles and instruments. As students move through a sequential program of music instruction, there is an emphasis on developing the whole student. Students are taught to understand the importance of music within society; see the connections between traditional, popular and classical music; identify as well as critique a musical piece; and perform confidently in front of an audience. Emphasis is placed on cooperation, improvisation, constructive expression and use of the whole body. At City Academy, music is valued as a necessary and enriching part of the intellectual growth of students.

#### Physical Education & Health Philosophy (All Grades)

We believe that physical education is an essential component of the overall educational process. During our health and physical education classes, students participate in a progressive and individualized program that is designed to develop specific character skills: cooperation, sportsmanship, leadership, loyalty, respect, and honesty. Students are exposed to a wide variety of lessons and activities gaining knowledge, skills and values that will develop and enhance their sense of well being. By having a better sense of themselves physically, students will be able to make educated decisions on how to achieve and maintain a healthy lifestyle that will maximize the quality of their life.

#### Art Philosophy (All Grades)

A strong visual arts program is a vital part of a child's education. In addition to basic art skills, the interdisciplinary process of creating art fosters the development of a range of skills necessary for children to grow as students and to achieve their potential. It encourages exploration, observation, analysis, experimentation and the development of skills in problem solving and self-expression. Students gain confidence as they use divergent thinking to create their own unique answers and solutions to each art project. In addition, focus, pride in workmanship and the appreciation for aesthetics are ingrained in students who experience a solid art education. Finally, students learn the relevance of art in history and culture, which provides them with a more complete understanding of the world.

#### Science Philosophy (All Grades)

Science education at City Academy is firmly rooted in both the school's culture of academic rigor, as well as an environment of affective transformation. Fostering well-rounded, critical thinkers requires an atmosphere that couples science literacy with the experiences that come with true exploration and discovery. The motivation that drives a student's thirst for knowledge and willingness to delve deeper is often generated when the formal concepts of science are set within an inquiry-based curriculum that provides valuable, meaningful resources and experiences inside and outside the classroom. This intentional pairing at City Academy offers opportunities that can have monumental, positive effects on a student's enthusiasm for a subject often deemed difficult or inapplicable. Passion for a scientific topic or concept comes when science specialists facilitate and guide their students through a process of scholarly exploration.

### **ESSENTIAL FUNCTIONS and ACCOUNTABILITIES**

#### Financial Reporting

- Creates and implements business contingency plan while guiding all financial and business strategic planning.
- Reviews general ledger including processing of all invoices, posting of GL entries, bank reconciliations, account reconciliation and balancing, and preparation of monthly close

statements

- Develops and enhances financial and accounting policies and systems
- Develops and oversees the school's operating and capital budgets
- Prepares and distributes financial reports to management, Finance, Investment and Endowment Committees as well as the Board of Trustees
- Manages year-end audit engagement with external auditor
- Monitors compliance with funding source requirements
- Provides support to the President, Finance and Investment Committees as well as the Board of Trustees regarding all financial matters

#### Human Resources

- Ensures all applied aspects of human resources are in compliance and all manuals and documents are annually reviewed and updated.
- Oversees all human resource systems
- Oversees school's food service program
- Provides guidance to the Head of School, Compensation Committee and Board of Trustees regarding human resource matters
- Negotiates contracts for all office administration systems and equipment

#### Buildings & Grounds

- Oversees the maintenance and cleaning of the buildings, grounds, and all plant operations including vehicles, grounds, etc.
- Plans and executes all major capital purchases, repairs, and building projects.
- Oversees Admissions, Marketing and Financial Aid
- Oversees food service program and processes all state reporting for the Federal Free and Reduced Lunch Program.
- Manages all real estate activities, including the buying, selling, leasing, construction and financing of properties

### **REQUIRED SKILLS, KNOWLEDGE & EDUCATION**

- Knowledge of education environment
- Expert knowledge of not-for-profit accounting and governmental regulations
- Excellent communication and organizational skills
- Analytical and supervisory skills
- Ability to work independently and with a team
- Professional demeanor

### **QUALIFICATIONS**

Minimum of bachelor's degree in Business Administration/Accounting. Master's degree preferable.

### **TO APPLY**

Qualified candidates should submit cover letter and resume to:

Nikki Doughty

Head of School

[ndoughty@CityAcademySchool.org](mailto:ndoughty@CityAcademySchool.org)

No phone calls please. We appreciate all interested applicants, but only those under consideration will be contacted.

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This position description should not be interpreted as all inclusive. It is intended to provide a summary of the job and job segments. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function due to a disability. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities of this job at any time.

City Academy is a drug free/smoke free work place.

I have read and understand the above position description. I further understand and acknowledge that this position description supersedes all former versions and shall in all instances apply. I understand that my employment with City Academy is at will, meaning the Academy or I may terminate the employment relationship at any time, with or without notice and with or without cause.