



Position Description for the Chief Financial Officer

Students who attend Chicago Jesuit Academy (CJA) will be among the next generation of leaders in the City of Chicago. Talented people who wish to be employed by Chicago Jesuit Academy must demonstrate a past and continued commitment to academic excellence, professional development and the Jesuit ideal of being a person for others. Strong candidates are disciplined workers, compassionate listeners and tireless advocates for the children they serve. Most importantly, they recognize that Chicago Jesuit Academy will ask them to approach their work as a vocation and make substantial contributions of their time and talents in the service of the students, alumni and families of CJA.

The **Chief Financial Officer** reports to the President as a member of the Executive Team and is responsible for overseeing the stewardship of all resources entrusted to CJA's care in the service of our students, alumni and families and the accomplishment of our mission.

The CFO is supported by a VP of Operations – who oversees the physical plant, campus safety and IT infrastructure for CJA – and a VP of Development – who oversees the stewardship of CJA's benefactors while building new relationships for revenue growth to respond to CJA's enrollment growth.

The Chief Financial Officer:

- Has **strong leadership skills**, ensures excellent communication with team members and has relevant experience that will ensure current financial topics that impact CJA's operations are addressed proactively and efficiently.
- Sees risks and opportunities behind financial data and acts as a strategic partner for the President.
- **Drives financial planning** across all departments – the School, College & Career Persistence, Business & Development and Operations.
- Prepares annual operating and capital budgets, **carefully stewarding every dollar** and always asking, "Is this the highest and best use of these resources for the students and alumni we serve?"
- Serves as the key liaison between CJA's Finance Committee and CJA's management and is an active participant of that committee as well as meetings of the Board of Directors.
- Proposes, executes and refines CJA's investment strategies in consultation with CJA's Investment Subcommittee and in keeping with the Investment Policy established by the Finance Committee.
- Ensures cash flow is appropriate for CJA's operations.
- Supervises all finance personnel.
- Actively oversees and participates in the preparation of reliable current and forecasted financial reports.
- Oversees the company's financial information technology.
- Ensures compliance with the law and CJA's policies and has knowledge of relevant financial risk management practices.
- Evaluates and manages compliance requirements of CJA's capital structure, especially CJA's New Market Tax Credit financing.
- Oversees the successful completion of an annual external audit of CJA's financial statements.
- Is "on call" for institutional emergencies that impact the good stewardship of CJA's resources.
- Is detailed-oriented, has **exceptional organizational skills** and is someone who consistently covers any base they say they will cover with skill and grace.

- Is not perfect. When the CFO makes a mistake, they will take responsibility for the mistake and do what is necessary to fix it.
- Supports the efforts of CJA's Development Team.
- Embraces the Catholic and Jesuit identity and mission of CJA and is **sincerely committed to building a diverse, equitable and inclusive school community**. The CFO believes all children deserve a high-quality education and a school community where they feel they belong.
- Has relevant experience, ideally including non-profit accounting and grant compliance.
- Has proven experience as a CFO, finance/accounting officer or other relevant role and ideally is a CPA.

As a tuition-free school, all employees of Chicago Jesuit Academy make a financial sacrifice as part of their work in the service of our students, alumni and families. There is a degree of flexibility in terms of hours (with certain times of year being much busier than others) and location (a mix of on-site and remote working); however, CJA prefers for the CFO's work to be done predominantly at CJA. The two prior Chief Financial Officers for CJA worked part-time and did excellent work well beyond what CJA could pay.

Cover letter and resume due:	ASAP
Projected start date:	ASAP
Submissions and inquiries to:	Mr. Matthew Lynch, President The Gies Campus of Chicago Jesuit Academy at Resurrection Campus 5058 W. Jackson Blvd. Chicago, IL 60644 lynch@cjademy.org 773.638.6103 (main line)

Chicago Jesuit Academy Mission Statement

Mission: Chicago Jesuit Academy is a loving and academically rigorous tuition-free Catholic elementary school for students and families from resilient communities impacted by historical disinvestment. We accompany our students and alumni from enrollment through the start of their careers as they develop their gifts and grow as men and women for others.

Means: Located in Austin on Chicago's West Side, CJA admits students to all grades in our lower and middle school without regard for their race, ethnicity or religion, and CJA enrolls 3rd-, 4th- and 5th-grade students without regard for their past levels of academic achievement.

We use small class sizes, extended school days and an 11-month school year to give personal care to our students and help them develop as whole persons.

We accompany our alumni on their unique paths to meaningful employment and support them throughout high school, their post-secondary education and the start of their careers, always welcoming them back as leaders at CJA and in the broader community.

CJA students, alumni, parents, faculty, staff, volunteers and benefactors listen to and learn from one another and make disciplined sacrifices to accomplish our shared mission.

We partner with other schools and the broader community to create access to better educational resources, confront systemic racism and remove obstacles to educational equity.

We call one another to find God in all things and be men and women for others who are open to growth, loving, religious, intellectually competent and committed to doing justice.

Chicago Jesuit Academy, in accordance with our Jesuit tradition, is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex (except in matters of admission and enrollment), gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic or military status. Employees, students, applicants or other members of the CJA community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected identity.

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.