



Position Announcement: Interim Chief Financial Officer

Bridgton Academy seeks an interim Chief Financial Officer to supervise all aspects of the school's fiscal management. The Academy anticipates this to be at least a six-month appointment, and is open to candidates who prefer to work remotely or on campus. The successful candidate will have a strong accounting and financial analysis background and a strategic mindset. He or she will also demonstrate deep knowledge of the financial, human resource, and organizational characteristics of independent schools. In partnership with the Head of School and as a sitting member of the school's senior management team, the CFO plays a key role in the development and execution of strategy to ensure the finance and operations of the Academy support its mission and core values. For this interim position, the Academy is interested in exploring options for a full-time or part time role and will adjust the responsibilities below accordingly.

Founded in 1808 and located in the hills of western Maine, Bridgton Academy provides a unique educational experience for 18- and 19-year-old young men during the year between high school and college. Our academic program prepares students to succeed in college and to do so at schools that might otherwise have felt out of reach. Our athletics program prepares student-athletes to compete at the college level while successfully balancing academics. Our student life program couples independence with mentorship and provides opportunities for outdoor programs, weekend activities, and service to local organizations. Our work with young men between high school and college builds character and cultivates maturity that lasts a lifetime.

POSITION RESPONSIBILITIES Business Office and Internal Relations:

1. Work closely with the Head of School to develop and implement annual and long-range budgets and financial plans; prepare timely monthly financial reports for the Head of School and trustee leadership.
2. Attend all Board meetings, Finance Committee meetings, as well as other assigned Board subcommittees; act as assistant Board secretary.
3. Maintain strong internal controls and manage Academy cash; keep accurate and consistent

financial records. Ensure that the Head of School and the Board are kept up to date regarding the school's financial position, including identification of emerging issues.

4. Manage risk, to ensure the safety of personnel and students in their use of the facilities.
5. Supervise the business office staff, assess their workflow and job descriptions to find maximum efficiency.
6. Initiate and maintain an inventory of the School's assets and monitor maintenance and depreciation of all School property.
7. Proactively explore efficiencies to improve the School's financial position.

External Relations

8. Serve as liaison for all school financial accounts, bank, and creditor relationships.
9. Approve all financial obligations; execute leases, loans, real estate transactions, contracts and other actions requiring a commitment or receipt of financial resources.
10. Represent the school on all major capital projects and in negotiations with architects, project managers, and general contractors.
11. Work with the school's independent auditors and supervise preparation of the annual audit, including annual tax return, form 990, form 990T, and other IRS and federal requirements. Respond to auditor's administrative recommendations in management letter.
12. Coordinate with appropriate external brokers and managers regarding annual contracts for health benefits, energy contracts, and other services.
13. Maintain appropriate levels of insurance to protect the property and to cover the liability of the Academy.
14. Consult with the school's legal counsel to ensure that we are in compliance with problematic actions and decisions.

Student Billing

15. Work with parents on financial issues related to their son's enrollment.

16. Work with the Head of School and the Director of Admissions in regard to tuition setting, financial aid awards, and maintaining financially stable revenue flow and discount rate.
17. Oversee tuition collection, and coordinate with business office staff, as well as appropriate school leaders on issues regarding non-payment.

Human Resources

18. Make recommendations and assist the Head of School with decisions regarding salaries and benefits.
19. Manage all human resource issues, employee contracts, employee benefits, including health insurance and retirement programs, and payroll.
20. Ensure all programs are in compliance with federal and state laws and regulations.

MINIMUM REQUIREMENTS

1. A Bachelor's degree in business, accounting, or related field.
2. CPA or CMA certification.
3. Supervisory experience in related work and a commitment to developing others.
4. Facility with financial technology and software, including Quickbooks, Excel, payroll and credit card processing services.
5. Ten or more years of experience as a business and finance professional.

PREFERRED QUALIFICATIONS

1. An MBA and demonstrated leadership serving the financial needs of an independent school.
2. Outstanding financial planning, analytical and problem-solving skills with a high degree of intellectual curiosity and the ability to make informed decisions based on data and analytics.
3. Demonstrated capability to build credibility, to positively influence relationships, and to engage effectively with the Head of School, the senior leadership team, and the Board of Trustees.
4. Someone who is sought out for their opinions and counsel and who can forge and maintain

close relationships, both internally and externally.

5. Willingness and desire to take an active part in the residential and educational life of the Academy.

If you are interested please submit a cover letter, resume, and references to:

hr@bridgtonacademy.org

About Bridgton Academy

Bridgton Academy is an independent, all-male postgraduate boarding school located in North Bridgton, ME. The Academy's mission is to provide a program for young men in a unique, one-year postgraduate environment to prepare for the competitive rigors of college and beyond. For the Class of 2021, the Academy begins its 214th year of providing exceptional academic, residential, and co-curricular growth for its students.