



## Chief Financial Officer

DEPARTMENT: ADMINISTRATOR  
REPORTS TO: HEAD OF SCHOOL  
STATUS: FULL-TIME, EXEMPT

Black Pine Circle School is a K–8 independent school in Berkeley, California. For over 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 125 students, and our Upper School (grades 6–8) supports approximately 180 students.

### MISSION STATEMENT

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

### POSITION SUMMARY

The Chief Financial Officer (CFO) plays a crucial role as a member of the senior leadership team, reporting directly to the head of school. The CFO is responsible for overseeing the financial and operational health of Black Pine Circle School, ensuring financial sustainability, optimal use of resources, and the implementation of effective business and management practices. This includes financial planning, budgeting, purchasing, and ensuring the responsible stewardship of tuition, fundraising, and investment funds to support the school's mission and students.

Additionally, the CFO leads efforts in operational management, legal and regulatory compliance, and related areas. Serving as a liaison between BPC and its partners, the CFO collaborates with the head of school and board of directors—particularly the finance committee—to keep them informed about strategic priorities and challenges.

### RESPONSIBILITIES

#### Finance

- Prepares and reviews financial and budget statements, investment and capital project reports; makes presentations to the head of school, board, and committees as appropriate.
- Keeps the head of school and board informed as to the financial health of the school.
- Coordinates planning, execution, and financing of major construction projects at direction of the head of school and board committees.
- Monitors all loans and indebtedness, including lines of credit, interfund loans and transfers.
- Develops innovative solutions to the challenges in the areas of financial strategies, financial analysis, reporting and information dissemination to management, use of appropriate systems and technology, and cost-effective use of resources.
- Approves all financial obligations, executes leases, loans, real estate transactions, contracts, and other actions requiring a commitment or receipt of financial resources.

- Manages operational cash flow by maintaining adequate sources of borrowing, executing approved draws from endowment, and investing excess cash in short term funds in accordance with established policy.
- Oversees financial assistance awards and acts as point of contact for flexible tuition and emergency assistance requests.

#### Budget

- Assembles preliminary annual budget from departmental requests and estimates operating expense and income.
- Establishes need and priority of requests in consultation with the head of school, division heads and departments.
- Collaborates with the director of development to articulate operating support targets as part of the annual plan.
- Develops recommendations to the finance committee for annual tuition increases, financial assistance budget, and salary plan increments in consultation with the head of school.
- Prepares annual budget proposal for finance committee review and approval.
- Ensures that all expenditures are consistent with the approved budget, or that deviation from the budget is approved in advance by the appropriate authority.

#### Administrative

- Works with insurance advisors and brokers to ensure that adequate, appropriate, and cost effective insurance is in force, including public liability, property and casualty, directors and officers, and Workers' Compensation.
- Serves as the school liaison and coordinates planners, architects, engineers, and contractors for campus master planning and major new construction or remodeling projects under the direction of the space and facilities task force committee.
- In concert with the facilities department supervisor, and head of school, identifies and manages preventative maintenance and capital project initiatives including buildings, mechanical systems, and equipment.
- In concert with the facilities department supervisor, oversees the general management of the school, including maintenance, renovations, custodial care, and security.
- Works closely with the head of school to ensure full compliance with any and all regulations, inspections, and planning.
- Works with the Executive Admin Team to examine the school's institutional risk, and ensure the safety of personnel and students in their use of facilities; manages the appropriate levels of insurance to protect property and cover the liability of the school and the school's employees and directors.
- Oversees outsourced employee benefits and HR functions, including management of specialist providers for medical, dental, and 401K benefits, along with comprehensive payroll oversight.

#### SCHOOL WIDE DUTIES

- Participates on school committees as needed and appropriate
- Attends school-wide mandatory events

#### QUALIFICATIONS AND SKILLS

1. Bachelor's degree in accounting, finance, business management, or related field required, with a minimum of five years experience in a senior-level position focused on financial planning and management strategies. In some cases, additional years of experience may substitute for educational requirements.
2. CPA and/or MBA preferred.
3. Strategic thinker with the ability to articulate a plan to achieve the school's long-term goals.

4. Experienced in overseeing budgeting and planning, financial forecasting and analysis, and legal and risk management.
5. Skilled in managing cash flow, debt and lines of credit, as well as producing reports on key financial metrics.
6. Thrives in a collegial environment.
7. Serves as business partner and trusted advisor to the head of school.
8. Capable of fostering a culture of accountability, collaboration, and efficiency.
9. Experience with or understanding of independent schools is a plus.
10. Solutions-oriented, with a creative and innovative approach to complex challenges.
11. Excellent interpersonal and communication skills, both verbal and in written.
12. Adept at building and maintaining relationships with stakeholders at all levels, including the board of directors, senior administrators, faculty, staff, parents, and vendors.
13. Skilled at analyzing information and making mission-aligned strategic decisions.

### COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of CFO is \$195,000 to \$225,000 annually, depending on factors such as experience and education.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

### WORK ENVIRONMENT

Required to lift and carry up to a maximum of 25 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel occasionally. Use of telephone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

*Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.*