



## Chief Financial Officer

Job Description			
<b>Position:</b>	Chief Financial Officer	<b>Date Revised:</b>	2/5/2024
<b>Department:</b>	Administration	<b>Job Type:</b>	Full-Time
<b>Reports To:</b>	BHCA, Inc. Board of Directors	<b>FLSA Category:</b>	Exempt
<b>Placement Schedule:</b>	TBD by BHCA, Inc. Board of Directors		

### POSITION SUMMARY:

The Chief Financial Officer (CFO) helps guide the overall financial strategy of Bay Haven Charter Academy, Inc. and the wise use of organizational resources by advising the Chief Education Officer and Board of Directors. The CFO manages the day-to-day operations of the accounting/finance department and supervises departmental staff. This position ensures that the organization's financial activities are conducted accurately and in compliance with all applicable laws and regulations. The CFO also oversees and directs the Risk Management and Human Resources functions of the organization and partners with the Human Resources Consultant and/or legal counsel as needed.

### KEY RESPONSIBILITIES:

- Directs the planning, implementation, and evaluation of business services necessary for the efficient operation of Bay Haven Charter Academy, Inc. These services include but are not limited to the following: financial review, financial accounting, accounts payable, financial reporting, payroll, purchasing, cash receipts, property records, data processing, construction management, and grant management.
- Directs budgeting, accounting, and reporting for all Bay Haven Charter Academy, Inc.'s financial transactions in accordance with the State Board of Education rules, Florida Statutes, and Board policy. This includes the preparation and administration of the annual budget.
- Coordinates and manages financial planning for Bay Haven Charter Academy, Inc., including collaborating with the Chief Education Officer and the Board of Directors to align financial strategies with the school's mission and vision.
- Analyzes school funding and report information to the Bay Haven Charter Academy, Inc. Board of Directors. Analyzes the impact of various school funding proposals and formulas as developed by the Florida Legislature and federal government.
- Analyzes school operations to pinpoint opportunities and areas that need to be reorganized, downsized, or eliminated.
- Manages and oversees the preparation of the financial components of grant applications and overall grant management and ensures compliance with all federal and state financial regulations.
- Performs administrative functions related to district-wide employee compensation and benefits.
- Coordinates and directs the budget control function of Bay Haven Charter Academy, Inc.
- Directs the Bay Haven Charter Academy, Inc. cash management program.
- Develops requests for proposals, quotes and other procurement documents for Bay Haven Charter Academy, Inc. construction and renovation projects of organization property. Manages the complete financial lifecycle of these projects.
- Oversees the acquisition and disposition of Bay Haven Charter Academy, Inc. property.
- Works with independent auditors on the annual financial statement audit and the Federal Single Audit as required and conducts appropriate follow-up.
- Administers the Schools' investment program.
- Develops annual and long-range capital project plans and make recommendations regarding funding (including ½ cent sales tax program and Local Capital Improvement dollars) for various capital projects.

## Chief Financial Officer

- Manages the debt service program and ensures compliance with all debt covenants and other regulatory agencies regulations.
- Secures and structures bond transactions for possible future facility growth.
- Initiates and maintains a system of internal controls to safeguard the assets of Bay Haven Charter Academy, Inc. and provide the highest level of accountability.
- Establishes and develops an up-to-date integrated system of financial accounting that meets the requirements of the independent auditors, Auditor General, and Florida Department of Education.
- Provides direction and cost analysis of personnel costs pertaining to staffing requirements and analyzes the financial implications of staffing requirements and employee relations.
- Develops policies and procedures for Bay Haven Charter Academy, Inc. as they relate to purchasing, payroll, and all fiscal matters.
- Assists in the development of human resources policies and procedures, including, but not limited to employee relations, compensation, and health and group benefits.
- Responsible for onboarding all new employees, including updating the HRIS, generating employee offer letters, and satisfying all mandated requirements such as E-Verify.
- Oversees financial activities of North Bay Haven Charter Academy Boosters and ensures compliance with all federal, state, and local regulations and Bay Haven Charter Academy, Inc. Board financial policies.
- Facilitates regular financial updates to the Board of Directors, ensuring transparency and proactively addressing potential challenges.
- Interfaces with school administrators, Board Attorney, state agencies, Internal Revenue Service and other federal agencies, local agencies, including the Board of Education, and auditors.
- Makes annual budget presentations to the Board of Directors to include but not limited to FTE information and projections.
- Engages in strategic planning discussions with the Board of Directors to identify and address financial opportunities and risks impacting the organization's long-term sustainability.
- Keeps abreast of changing legal requirements, accounting standards, and best accounting practices.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (required).
- Master's Degree Accounting, Finance, Business Administration, or related field (preferred).
- Certified Public Accountant (CPA) designation required.
- Minimum of seven (7) to ten (10) years of prior experience in accounting or finance.
- Demonstrable knowledge of Federal Law and Florida Law pertaining to business services, school funding, and financial services.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of basic mathematics and generally accepted accounting principles (GAAP).
- Knowledge of state and federal laws that apply to the duties of this position.
- Knowledge of purchasing, receiving, and accounts payable procedures.
- Must be able to analyze accounting information for management decision-making.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.



## Chief Financial Officer

- Ability to maintain strict organization and student confidentiality.

### PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

### WORK ENVIRONMENT:

- Work is performed in a fast-paced, high volume, office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

### TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

### SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_