



## Chief Financial Officer

The Cape Eleuthera Island School is seeking a Chief Financial Officer (CFO) to join the executive team at their campus on Cape Eleuthera, The Bahamas. Reporting to the Chief Executive Officer, the CFO will be directly responsible for all financial processes and fiscal control throughout the organization. This will include the review and refinement of all existing policies relating to banking, receipt and disbursement of funds, fiscal and accounting processes, affiliated party relationships and reporting procedures. The CFO supports the audit, finance, real estate, compliance and investment functions of the Board of Directors. Additionally, the CFO will share in the collaborative management of the organization with the rest of the executive team.

### Essential Duties and Responsibilities

- Strategic planning, business modeling and fiscal forecasting for all current and proposed business initiatives
- Ensure financial operating margins are maintained in accordance with Board directives
- Prepare, review and finalize annual budgets, monitor budget performance
- Conduct periodic budget variance analysis (monthly)
- Prepare financial statements (annually)
- Manage annual external audits and refine fiscal control structure
- Review and refine staff compensation and benefit policy
- Review and finalize agreements, leases and contracts with vendors and partners
- Review and optimize program pricing structure
- Monitor grant performance
- Oversee payroll and benefits administration
- Manage operational and legal risk exposure
- Oversee organization-wide insurance review and policy renewal



## Skills & Qualifications

The ideal candidate has worked for an established non-profit organization and is comfortable with the principles of both fund accounting and accrual accounting. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education** – A CPA and/or MBA is preferred, however, an individual with a bachelor's degree (B.A.) in business or accounting with an exceptional track record and experience would be considered.
- **Experience** - A minimum of ten years of broad financial experience at educational or non-profit organizations with a progression of leadership positions. A minimum of two years' experience in senior management or executive level position.
- **Communication Skills** – Excellent interpersonal and written communication skills. Ability to read and interpret documents. Ability to create publication quality text, write routine reports, correspondence etc. Effective at verbal communication in front of groups of customers or employees.
- **Computer Skills** – In-depth knowledge of Microsoft Office, accounting software and payroll systems.
- **Adaptability** – Able to survive and thrive in a small and tight-knit community located in a remote part of The Bahamas.

## Compensation & Benefits

- Salary commensurate with experience
- Room, board and medical insurance
- 20 days of paid vacation per year
- Eligibility for matching retirement plan after two years of service
- Professional development opportunities



## **Schedule**

This is a full-time position with an annual review, and the potential for extension depending on circumstance. The Cape Eleuthera Island School and its related entities operate year round and working hours vary depending on needs but are typically Monday-Friday (40 hours/week), however, evening and weekend work will be required. Special events will require periods of time outside of normal working hours when staff must be on site for extended periods. Given the degree to which this position specifically supports the most senior leaders of the organisation the successful candidate should expect, and desire to work a variable and mission driven schedule.

## **Application**

Applicants should submit electronically in PDF format to the email address below:

1. Letter of application that states career interests, why you would like to work for the Cape Eleuthera Island School and your relevant experience and qualifications for the position.
2. Current resume.
3. Three references (to include name, address, telephone number and email address) familiar with the applicant's work.

Submit all of these materials in PDF format detailing your interest and experience. Please send your application to: [a096@app.catchthebest.com](mailto:a096@app.catchthebest.com) and [team-hr@islandschool.org](mailto:team-hr@islandschool.org) . We are collecting applications until the position is filled. The anticipated start date is 1<sup>st</sup> July 2018. We are a Bahamian equal opportunity employer.