

Chief Financial and Operations Officer

St. Andrew's Episcopal School | New Orleans, Louisiana

Position Overview

St. Andrew's Episcopal School seeks a strategic, mission-driven Chief Financial and Operations Officer (CFOO) to oversee the school's financial and human resource functions. Reporting directly to the Rector and serving as a key member of the senior leadership team, the CFOO partners closely with the Finance Committee and Board of Trustees to ensure the school's long-term fiscal sustainability, operational excellence, and faithful stewardship of resources.

This position combines high-level strategic leadership with thoughtful day-to-day oversight in a collaborative, relationship-centered school environment.

Primary Responsibilities

Financial Strategy & Leadership

- Provide strategic financial leadership aligned with the school's mission and long-term goals
- Lead development of the annual operating and capital budgets in partnership with the Rector and Finance Committee
- Oversee financial forecasting, modeling, and multi-year planning
- Monitor financial performance and provide regular, clear reporting to the Rector and Board
- Ensure strong internal controls and financial best practices

Accounting & Financial Operations

- Oversee all accounting functions, including accounts payable, accounts receivable, payroll, and reconciliations
- Manage cash flow and banking relationships
- Supervise payroll processing, tax reporting, and regulatory compliance
- Maintain accounting systems (QuickBooks or equivalent)
- Oversee tuition management systems (TADS), billing, adjustments, and reporting
- Monitor tuition receivables and partner with families and leadership on resolution plans
- Oversee financial aid allocations, tuition remission, and related reporting
- Manage aftercare billing and reconciliation

- Oversee credit card systems and petty cash controls
- Monitor and report on external debt obligations
- Serve as primary liaison for the annual independent audit

Investment & Risk Management

- Oversee endowment accounts in collaboration with the Board and external investment managers
 - Administer insurance programs including liability, hazard, student accident, workers' compensation, and Dewar Tuition Insurance
 - Evaluate and manage financial risk across school operations
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Human Resources Leadership

- Oversee all HR operations and ensure compliance with federal, state, and local regulations
 - Support recruitment, hiring, onboarding, and retention processes
 - Administer employee benefits programs, including:
 - Health, dental, and vision insurance
 - TIAA retirement plan administration
 - Workers' compensation
 - Disability and life insurance
 - Maintain accurate employee records and oversee background check compliance
 - Support employment policies, handbook updates, and HR best practices
 - Partner with leadership to support a healthy, mission-aligned workplace culture
 - Ensure Cottage (Early Childhood) licensing and compliance requirements are met
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Operational & Institutional Support

- Support Board and Finance Committee meeting preparation and reporting
 - Oversee campus use agreements and related financial arrangements
 - Complete required reporting (Brumfield Dodd, ISAS DASL, and other annual submissions)
 - Provide operational leadership support as needed to ensure smooth school functioning
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Qualifications

- Bachelor's degree required; CPA, MBA, or advanced degree in finance, accounting, or business administration preferred
 - Significant experience in financial leadership, nonprofit management, or independent school administration
 - Demonstrated expertise in budgeting, accounting, payroll, financial reporting, and compliance
 - Experience with QuickBooks, TADS, or similar systems preferred
 - Strong analytical, organizational, and strategic planning skills
 - Ability to communicate complex financial information clearly to non-financial stakeholders
 - Collaborative leadership style with high emotional intelligence
 - Commitment to the mission and values of St. Andrew's Episcopal School
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Working Conditions

- Full-time, 12-month position
 - On-site presence required
 - Occasional evening or weekend work for Board meetings and school events
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Equal Employment Opportunity

St. Andrew's Episcopal School is an equal opportunity employer and welcomes candidates from diverse backgrounds who are committed to fostering a nurturing, inclusive, and mission-centered school community.

Please send cover letter and resume to jobs@standrewsepiscopalschool.org