



CIRRUS ACADEMY

CHARTER SCHOOL



1870

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Inviting Applications and Nominations for

Chief Financial Officer





Cirrus Academy Charter School, a kindergarten through eighth grade charter school located in Macon-Bibb County, Georgia, seeks an experienced finance professional to serve as **Chief Financial Officer**. The Chief Financial Officer is responsible for maintaining and improving the financial systems and procedures that enable the School to fulfill its vision. **Salary range begins at \$110,000.**

Downtown Macon

► **Our Mission**

Cirrus Academy Charter School's mission is to develop and implement a comprehensive educational program that prepares students to meet and exceed world class standards and prepare them to compete in the global market.

► **Our Vision**

Our vision is for Cirrus Academy Charter School students to be well rounded, civic-minded individuals who graduate with a firm foundation of knowledge and skills in STEAM that enables them to build and sustain quality lives, contribute to the economic vitality of the United States of America, and to be globally competitive in the world-wide marketplace.



ABOUT THE SCHOOL

Under the leadership of Dr. Gail Morris Fowler, Superintendent/CEO, Cirrus Academy Charter School (CACS) provides an integrated education program that equally emphasizes academic and artistic excellence to 514 students in grades kindergarten through eighth grade. Established in 2016, CACS is a Title I school with an integrated, hands-on curriculum focused on Science, Technology, Engineering, Arts, and Math (STEAM). The School's goal is to ensure every student has access to the tools he or she needs to exceed world-class standards and to compete for college admissions and jobs in an increasingly globalized economy.

Cirrus Academy Charter School is approved by the State Charter Schools Commission of Georgia and is a

member of the Georgia Charter Schools Association. As of January 26, 2022, CACS is accredited by Cognia Global Commission.

Charter schools are public schools, which means they are funded through tax dollars. As such, CACS does not charge tuition and does not have admission criteria. Admission to Cirrus Academy Charter School is open to all students in Georgia, whether they live in Macon-Bibb County or not. Every applicant has an equal chance of being admitted to CACS—no preference is given to students based on gender, race, location, or any other criteria.



THE OPPORTUNITY

Reporting to the Cirrus Education Group (CEG) Governing Board, the Chief Financial Officer (CFO) will collaborate with the CEG Board and CEO/Superintendent to maintain, develop, and implement fiscal management and financial strategies that enable the School to accomplish its mission. To perform this job successfully, the CFO must be able to perform each essential responsibility satisfactorily.

Essential Responsibilities

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

Leadership

- Work with the Board and the CEO/Superintendent on strategic operational and financial budgeting and forecasting.
- Lead and manage the finance team to enhance processes and procedures that empower the school and not encumber it.
- Oversee the accountant and manage financial transactions, including accounts payable and receivable, treasury, grants, investments, and payroll functions, as well as any other compliance regulatory reporting.

Excellence

- Develop policies, establish, and maintain sound financial procedures, systems, and internal controls for the organization.
- Deliver timely reports to CEO/Superintendent, Finance Committee, Board of Directors, and other agencies.
- Calculate financial performance using the State Charter School Commission's Comprehensive Framework on a monthly basis.
- Develop Accounting Procedures Manual, standardizing all policies and procedures.
- Manage and oversee all treasury functions, revenues, and all debt, including bonds and issued credit.
- Lead the annual budget process and provide budget to actual performance results to the school leadership and the Board. Budget process includes operational and capital budgets.
- Manage the development of an annual budget and budget projections for strategic planning.
- Review and oversee the negotiation of all contracts, memorandums of understanding (MOU), and CEAs of the organization and create standardized terms and conditions that best protect the position and assets of CACS.
- Maintain and update fiscal calendar for all reporting deadlines including, but not limited to, audit schedule, tax reporting, initiation of annual budget process, and monthly close dates.
- Maintain comprehensive understanding of CACS annual reports, including operating budget, capital expenditures, and annual payroll.

- Provide leadership and oversight of CACS' financial compliance function, ensuring that the organization remains in compliance.
- Support to remain financially compliant with all authorizer, state, and federal requirements.
- Hire, manage, and develop all accounting and finance staff, as well as provide cross-departmental collaboration to facilitate financial systems and solutions to support CACS' mission.
- Provide risk management analyses to ensure CACS proactively reviews, anticipates, and addresses potential risks of all kinds affecting the network, and oversee the maintenance of appropriate insurance policies.
- Review and analyze monthly income statement, balance sheet, cash flow projection, and variance reports.
- Manage and execute year-end audits and work with external auditor to ensure error-free financial audits with an unqualified opinion.
- Manage and oversee all treasury functions, including but not limited to, investments, bonds, capital funds, operating cash, credit cards, and other negotiable instruments.
- Establish and maintain accounting systems that accurately tracks all funds, grants, and programs.
- Work with the Board of Directors and school leadership on strategic financial planning, analysis, and business modeling.
- Lead the training on financial policies and procedures.

Education, Experience, and Knowledge

Education

- Minimum of a bachelor's degree
- A strong preference for candidates with an MBA and/or CPA or Certified Management Accountant (CMA) Licensure

Experience

- Minimum of two years of experience in charter school accounting
- Proven experience in developing and managing system implementation
- Minimum of 10 years of accounting experience
- Experience with managing payroll systems, budgeting, and cashflow projections
- Experience managing at least two financial audit processes for a non-profit, preferably a charter school
- Experience in administering federal, state, and other charter school related grants
- At least five years of significant work experience with organizations as a CFO or Director of Finance, with non-profit or educational organizations strongly preferred

Knowledge

- Comprehensive understanding of how to develop financial models for sustainability and efficiency to utilize all available resources including grants management for cash flow cycling
- Proficiency in management accounting software, payroll systems, and procurement systems from selection to alignment and implementation
- Extreme flexibility, with a strong work ethic and an entrepreneurial spirit to accommodate high level of responsibility and multiple priorities
- Ability to work effectively in a fluid environment and with a wide range of constituents, including board members, school personnel, and vendors in order to establish a culture of support, compliance, accountability, and performance.

All personnel employed on or after January 1, 2016, must undergo an initial background check process using the Cogent fingerprinting process.



METRO MIDDLE GEORGIA

Middle Georgia metropolitan area encompasses the state's fourth largest city, Macon/Bibb County, as well as several growing cities and progressive small towns. This area also includes Robins Air Force Base, one of the state's largest employers, and outstanding healthcare along with the second largest hospital in Georgia.

Middle Georgia offers endless activity opportunities for families and individuals alike. A wide range of fine and casual dining, live music venues, festivals, water parks, golf courses, museums, historical sites, farmer's markets, touring Broadway shows, kayaking, indoor rock climbing, and more provide an appealing quality of life.

Beyond the Metro Middle Georgia area, Atlanta, one of the nation's largest cities, and Hartsfield-Jackson Atlanta International Airport are easily accessible by I-75. If looking for time at the beach or enjoying the cool mountain air, the Georgia coastline or the Blue Ridge Mountains are only a three-hour drive away.



Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



Applications

Application packet must include the following:

- a) Cover letter, limited to two pages, that describes strengths, skills, and knowledge that will benefit this position
- b) Current resume
- c) At least four work-related references with full contact and e-mail information (References will not be contacted without applicant's consent.) **Submit application packet to Cirrus-CFO@myersmcrae.com** (preferably as PDFs). Applications will be accepted until the position is filled.

Nominations

Submit nominations to **Cirrus-CFO-nominate@myersmcrae.com** with contact and e-mail information on the individual being nominated.

Consultant

Emily Parker Myers, CEO of **Myers McRae Executive Search and Consulting**, is conducting this search with **Jessica Thompson**, Assistant Vice President and Executive Search Coordinator. Request a conversation by emailing **JessicaThompson@myersmcrae.com**.



The Cirrus Academy Charter School does not discriminate on the basis of gender, age, race, color, disability, religion or national origin in the recruitment and selection of certificated professional personnel. It is the express policy of Cirrus Academy Charter School to comply with all appropriate laws and regulations relating to discrimination.

Cirrus Academy Charter School will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation so long as the accommodation does not create an undue financial hardship for the district.