



Chief Financial Officer

This position reports to the President and Head of School.

Primary areas of focus – as assigned by the President – are financial management, financial reporting, school fiscal budget, legal oversight, risk management and human resources management.

Additionally, the CFO supports the President in additional responsibilities as assigned.

Financial Management

- Implement and maintain effective cash-flow procedures
- Implement and maintain contemporary online accounting system to ensure ease of use, reliability and availability for audit
- Effectively collect all debts owed to the school and implements collections procedures when needed
- Fulfill the accounts payable obligations of the school in a timely manner while meeting both cash-flow and budget obligations
- Research and maintain most favorable debt service for all TFS long-term obligations
- Ensure proper taxation status for both sales and property taxes
- Establish, implement and maintain prudent systems to safeguard TFS resources
- Lead a Business Office team that provides service to 555 students, including 130 boarding students from 21 countries, 150 employees and close to 1,000 parents/guardians
- Ensure the delivery of a successful annual audit
- Produce management reports as needed to support the President and Senior Staff in decision making
- Monitor and approve all financial transactions as directed by the President



Financial Reporting

- Monitor/review general ledger accounts to ensure accuracy and timeliness of records
- Reconcile bank accounts
- Review accounts payable expenditures
- Coordinate non-routine transactions with student billing
- Post miscellaneous deposit transactions
- Create and post recurring and non-recurring journal entries to record financial transactions
- Maintain general ledger system and chart of accounts
- Monitor internal accounting controls

Audit preparation

- Analyze general ledger accounts and maintain subsidiary schedules
- Prepare spreadsheet analysis of YTD transactions in endowment, capital expenditures, deferred revenues, salary accruals, etc.
- Maintain fixed asset schedules
- Make adjusting journal entries to accurately present financial statements in accordance with GAAP
- Prepare comprehensive audit workbook with complete documentation needed to facilitate audit
- Interface with audit firm to answer questions and ensure timely completion of audit

Tax filings

- Prepare and file sales tax reports
- Provide information for and coordinate preparation of tax returns
- Form 990
- Form 5500 – health insurance, retirement plan



School Fiscal Budget

- Develop annual budget via collaboration with all department heads for approval by the President
- Support the President in presenting the annual budget for approval by the TFS Board of Trustees
- Provide weekly online budget progress feedback to all department heads and the President
- Monitor transactions to ensure budget compliance
- Ensure each TFS fiscal budget is met on an annual basis
- Evaluate activities for profitability and recommend action in the best interest of the institution
- Liaison with design/build construction firm to ensure that appropriate budgeted funds are available to meet construction cash flow requirements
- Monitor design/build progress billing to ensure compliance
- Provide construction reporting to the President during each progress billing approval session
- Participate in construction planning sessions with cost, budget and other feedback as needed

Endowment

- Prepare monthly endowment report
- Review monthly investment statements, compare performance to benchmarks and target allocation
- Monitor alignment with investment policy statement

Legal Oversight

- Liaison with attorneys as needed to minimize future or current risks or to resolve current issues
- Ensure that TFS is in compliance with Federal and State regulations



- Monitor and suggest modifications to all contracts, handbooks and regulations as needed to ensure compliance

Risk Management

- Ensure the school maintains sufficient liability coverage to cover risks to the institution
- Ensure the property of the school is sufficiently insured to enable replacement in the event of a disaster
- Ensure student accident policy is in place and monitors each reported student accident

Human Resource Management

- Conduct regional and national compensation studies to ensure competitive compensation packages for all professional and exempt employees
- Develop, maintain and administer school-wide employee evaluation system
- Develop, maintain and administer annual merit increase system
- Assist with candidate selection and interviewing for key positions
- Oversee compensation programs to ensure regulatory compliance and competitive salary levels
- Direct the administration of benefit programs to include: health, retirement, death, disability and unemployment
- Evaluate and recommend improvements to benefit programs
- Evaluate procedures and technology solutions to improve human resources data management
- Recommend adjustments to school policies and procedures
- Audit HR and employee benefits administration
- Audit payroll processing
- Provide guidance on all payroll issues
 - Periodically audit payroll registers
 - Audit implementation of non-routine payroll transactions



- Group term life insurance
- Gross up of disability insurance
- Personal use of auto calculations
- Georgia GOAL withholding and state tax offset
- Audit insurance and benefits
- Medical, dental, vision, life insurance, short and long term disability
- Review invoices and oversee reconciliation
- Audit ACA compliance
- Publish required notices such as creditable coverage disclosures, health care reform alerts, ACA tax filing information, etc.

Audit retirement plan administration

- Review and monitor compliance issues
- Issue ERISA required notices to employees for fee disclosures, plan changes, etc.
- Transmit semi-monthly employee withholdings and employer matching funds
- Maintain TIAA database