Chief Financial Officer

Fort Worth Academy | Fort Worth, Texas
fwacademy.org

About Fort Worth Academy

Fort Worth Academy (FWA) is an independent K–8 school that empowers young people to think critically, lead with empathy, and collaborate effectively to become the innovators and problem solvers of tomorrow.

Through our signature Entrepreneurship, Leadership, and Innovation (ELI) initiative, Gold Standard Project-Based Learning, and highly personalized approach, students learn to know themselves, think deeply, create boldly, influence positively, and lead courageously. As we continue to build on a strong foundation, including a successful debt-free capital campaign, a growing endowment, and an ambitious vision for the future, we are seeking an experienced and collaborative Chief Financial Officer to lead the school's financial operations and help ensure its long-term financial health and sustainability.

The Opportunity

This is a key leadership position that combines strategic financial management with hands-on oversight of the school's day-to-day business operations. The ideal candidate is a thoughtful financial leader who understands the unique financial environment of an independent school and is comfortable working in a small organization where collaboration, attention to detail, and a willingness to be hands-on are essential.

As FWA's leadership puts the new strategic plan into action, the CFO will have a meaningful opportunity to help shape the school's future while supporting the people and programs at its heart.

Position Overview

The Chief Financial Officer reports directly to the Head of School and serves on the Administrative Leadership Team.

The CFO serves as a strategic partner to the Head of School and Board of Trustees, providing timely, accurate, and meaningful financial information to support sound decision-making. The CFO serves on the Board of Trustees' Finance Committee and works closely with the Committee Chair/Board Treasurer to support the committee's work.

Because FWA is a small organization, this position requires a leader who is comfortable moving between strategic planning and hands-on execution. The CFO will provide financial leadership and the daily oversight needed to sustain FWA's mission. The CFO will collaborate regularly with Admissions, Advancement, IT, and Building Operations.

This is a year-round position that includes occasional evening meetings.

Key Responsibilities

Financial Leadership & Strategy

- Serve as the school's senior financial advisor to the Head of School and Board of Trustees.
- Work with the Head of School and Board leadership to develop a multiyear financial plan addressing enrollment, tuition, staffing, cash flow, capital needs, and strategic priorities.
- Provide financial analysis, forecasting, and recommendations to support major organizational decisions.
- Identify financial risks, opportunities, and trends and communicate them proactively to school leadership and the Board.
- Develop financial models and scenario analyses related to enrollment, tuition, compensation, capital expenditures, and other significant financial decisions.
- Support strategic planning and assess the financial implications of proposed initiatives or major projects.

Budgeting & Forecasting

- Lead the development of the annual operating budget in partnership with the Head of School and department leaders. Monitor results throughout the year, explain significant variances, and recommend appropriate action.
- Develop annual and multi-year financial forecasts. Update forecasts throughout the year based on enrollment, tuition collections, staffing changes, and other relevant factors.
- Assist leadership and the Board in evaluating financial scenarios and long-term sustainability.

Accounting & Financial Reporting

- Oversee the school's accounting operations and ensure accurate and timely financial records.
- Lead and support the Accounts Manager, overseeing the accounting, reporting and family account maintenance tasks performed by that role.
- Ensure appropriate accounting policies, procedures, and internal controls are established and maintained.
- Oversee the monthly and annual financial close process.
- Prepare accurate monthly financial statements, forecasts, and analysis for the Head of School, Administrative Leadership Team, Finance Committee, and Board of Trustees.
- Coordinate the school's annual financial statement audit.
- Oversee the preparation and filing of required federal, state, and other financial reports and tax filings, in coordination with outside professionals as appropriate.
- Maintain appropriate documentation and financial records.
- Ensure that the school’s financial practices and reporting meet applicable accounting, legal, tax, and regulatory requirements.

Board & Finance Committee Support

- Serve as the primary financial resource for the Board of Trustees and Finance Committee. Support the Board's fiduciary responsibilities through transparent and timely financial reporting.
- Coordinate Finance Committee meetings and provide clear information and recommendations to support decisions about the budget, tuition, employee benefits, and other financial priorities.
- Attend Board meetings to report on the school’s financial position and developments that may affect its financial health.
- Assist with development and monitoring of financial policies.

Cash Management & Banking

- Manage the school's cash flow and liquidity.
- Monitor cash balances, projected cash needs, and investment activity.
- Oversee banking relationships.
- Establish appropriate cash management and authorization procedures.

- Monitor investment and reserve accounts in accordance with Board-approved policies.
- Provide recommendations regarding cash reserves, investments, and capital needs.

Tuition, Receivables, Financial Aid & Coordination

- Chair the Financial Aid Committee, analyze applications, and present information to support decisions consistent with the school's policies, resources, and enrollment goals.
- Work with Admissions on student enrollment agreements, tuition payment plans, and the financial implications of enrollment and tuition assistance decisions.
- Oversee communication and coordination of financial aid awards and Texas Education Freedom Accounts (TEFA) funding.
- Oversee tuition billing, collections, accounts receivable, and related processes handled by the Accounts Manager.
- Monitor tuition receivables and develop appropriate collection procedures.
- Provide analysis regarding enrollment, tuition rates, financial aid, and net tuition revenue.

Payroll & Human Resources Support

- Oversee the financial aspects of payroll and employee benefits.
- Ensure payroll is processed accurately and timely.
- Ensure timely payroll tax payments and filings, and compliance with applicable requirements.
- Work collaboratively with the Head of School on compensation and benefits analysis and planning.
- Prepare annual employment agreements for full-time and part-time employees in collaboration with the Head of School.
- Oversee employee enrollment and related administration of benefits and retirement programs.
- Maintain appropriate employee benefits and financial records, coordinating required reporting with outside advisers.

Operations, Risk Management, & Other Duties

- Support fundraising and development efforts by providing financial information and analysis when appropriate. Collaborate with Advancement on gift acceptance, accounting for and reporting on restricted funds, fundraising initiatives, and financial planning.
- Work with colleagues across the Administrative Leadership Team to gather and interpret financial and operational data for school planning and reporting.
- Evaluate and improve systems and workflows to strengthen accuracy, efficiency, and service.
- Coordinate the annual review of insurance coverage and work with advisers to address financial and operational risk.
- Help ensure appropriate confidentiality and controls around sensitive information.
- Analyze major contracts and financial commitments.
- Participate in strategic and operational projects as a member of the school's leadership team.
- Complete special projects and tasks assigned by the Head of School. These may include preparing NAIS, ISAS, and other school reports.

Leadership & Collaboration

The CFO will be expected to:

- Balance fiscal responsibility with the school's educational mission.
- Be approachable, responsive, and service-oriented.
- Build strong, collaborative relationships across the school community.
- Communicate effectively with colleagues, students, families, and external partners.
- Exercise sound judgment, emotional intelligence, integrity, and a commitment to protecting sensitive financial, personal, and organizational information.
- Establish a culture of accountability while maintaining positive working relationships.

- Have a proactive approach to improving processes and solving problems, paired with the flexibility to respond well to changing priorities and challenging situations.
- Work independently and remain focused, while managing competing priorities and demands during a school day.
- Translate complex financial information into clear, understandable information for non-financial stakeholders.
- Be available for occasional extended or irregular hours when needed for Board meetings, deadlines, or school activities.

Qualifications

The successful candidate will bring:

- Education: Bachelor's degree in accounting, finance, business, or a related field; a CPA, MBA, or relevant professional credential is preferred.
- Experience: Financial management experience, adept with accounting software, a record of developing and implementing financial strategies and managing financial operations. Experience in independent schools and nonprofit organizations is a plus.
- Skills and Knowledge:
    - Knowledge of nonprofit accounting standards and sound financial practices in educational or nonprofit organizations.
    - Strong financial planning, budgeting, and analytical skills, with the ability to weigh cost drivers, opportunities, and organizational needs in strategic decisions.
    - Experience working with senior leadership teams and nonprofit boards.
    - Strong leadership, writing, speaking, and presentation skills.

How to Apply

Please submit a letter of interest and your resume to employment@fwacademy.org.