



Job Description

Position Title: Chief Financial Officer (Full-time, 12-Month; Fractional Option Possible)

Job Classification: Exempt

Department: Business Office

Reports To: President

Schedule: Monday – Friday, occasional weekends and evenings

Pay Range: \$140,000 - \$165,000 based on experience, education, and qualifications

Supervisory Responsibility: Business Office Staff, and other G&A departments as needed

About the Employer

Be a part of an organization that has been recognized as the #1 Catholic High School in Orange County for three consecutive years. As an all-boys Catholic high school in the Servite tradition, we are dedicated to formation. We exist to form faith-filled men who lead and serve others by modeling the virtues of Christ and his Mother. Employees at Servite inspire ordinary boys to become extraordinary men. Join our community and help form the next generation of leaders and world changers.

Position Summary

The Chief Financial Officer (CFO) serves as a strategic partner to the President/CEO, providing visionary financial leadership and operational excellence in support of the organization's mission. As a key member of the leadership team, the CFO is responsible for the stewardship of financial resources, implementing innovative ideas and strategies, and optimizing business operations. This role ensures fiscal integrity, long-term sustainability, and alignment with the values of a non-profit educational environment in a Catholic Christian tradition.

Key Responsibilities

Strategic Leadership & Partnership

- Collaborate closely with the President/CEO, Leadership Team, and Finance Committee on strategic planning, master planning, and institutional growth
- Lead the development of a forward-looking 5-year financial plan aligned with organizational goals
- Serve as a thought partner in shaping financial strategies that support mission-driven initiatives

Financial Management & Compliance

- Oversee all financial operations, including but not limited to: budgeting, & forecasting, cash flow management, GAAP accounting, debt financing, payroll, and financial reporting
- Engage and manage external audit relationships; supervise annual audit processes
- Maintain banking relationships and ensure compliance with loan covenants and regulatory standards
- Ensure robust internal controls and transparency in financial reporting

Operational Excellence & Innovation

- Lead efforts to enhance operational efficiency through technology advancements, automation, and data-driven decision-making
- Implement innovative tools for invoice processing, payroll automation, and predictive budgeting
- Identify cost-saving opportunities and financial risks using machine learning and analytics

Mission Alignment & Community Engagement

- Model servant leadership and foster a culture of service, collegiality, and hospitality
- Steward resources to support mission-critical priorities
- Promote transparency and trust through clear communication with stakeholders
- Collaborate with advancement and admissions teams to align financial strategies with fundraising and tuition assistance goals
- Desire to serve within a faith-based educational community and support the mission of Servite

Additional Duties

- Perform other responsibilities as assigned by the President

Qualifications

Required

- Bachelor's degree or higher in Accounting, Finance, or Business Administration.
- Minimum 7 years of progressive leadership experience
- Proven success in budgeting, forecasting, audits, and strategic planning.
- Strong analytical, organizational, and communication skills
- Advanced proficiency in Microsoft Office Suite and financial management systems (e.g., Sage, NetSuite, QuickBooks Enterprise, Blackbaud, or similar)
- Demonstrated ability to leverage technology for financial modeling, reporting automation, and data visualization
- Excellent interpersonal, organization, and communication skills (including public speaking)
- Experience managing a team, including hiring, onboarding, and performance management

Preferred

- Experience implementing or optimizing financial tools and ERP systems is highly desirable.
- Advanced degree or professional certification in a related field
- Experience in educational or nonprofit organizations
- Familiarity with AI and automation tools in financial operations

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working on a computer
- Regularly required to talk, hear, and communicate effectively in person and via telephone or video conference
- Frequently required to use hands and fingers to operate standard office equipment
- Occasionally required to stand, walk, reach with hands and arms, stoop, kneel, or crouch
- Must be able to lift to 20 pounds occasionally
- Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus

Work Environment

- Work is generally performed in an indoor office setting
- The noise level in the work environment is usually moderate
- Occasional evening or weekend work may be required for school functions or meetings

Benefits: This position includes benefits as outlined in the Servite employee handbook.