



The  
Calverton  
School

**Title: Chief Financial and Operations Officer**

**Reports to: Head of School**

**Hours: 8:00 am - 4 pm**

**Status: Full-Time, Exempt**

The Calverton School seeks a highly experienced, dedicated professional to serve as the school's next Chief Financial and Operations Officer (CFOO). Reporting to the Head of School, the CFOO will be responsible for all aspects of the school's finances and serve as a strategic thought partner to the Head of School, Leadership Team, and Board of Trustees. The Calverton School seeks an individual who exhibits innovative thinking, creative problem-solving, and a desire to support the school's future success and growth.

**Major Responsibilities:**

- Ensure that financial decisions align with the school's objectives while informing necessary decision-makers. This includes providing critical stakeholders with essential and timely financial data, key metrics, and potential scenarios that ensure the school's financial stability and support future growth.
- Collaborate closely with the Head of School, Board of Trustees, and other leaders to develop and implement long-term financial strategies that support the school's sustainability and growth.
- Work with school leadership to create and manage a financial modeling system that informs strategic planning and supports school operations.
- Administer the annual operating budget, including overseeing tuition billing, collections, accounts payable, contracting, payroll, employee benefits, and regulatory compliance;
- Lead the multi-year financial forecasting process, ensuring alignment with the school's goals and mission.
- Maintains maximum financial controls to assure that all transactions processed by the school are compliant with established policies, as well as State and Federal laws;
- Assist in the preparation of the annual financial report, including the compilation of supporting documentation;
- Oversee the annual independent audit of financial statements.

- Remains current on audit best practices, school policies, procedures, and State, Federal, and Local laws.
- Maintain accurate and up-to-date financial records, including timely bank reconciliations.
- Develop and oversee financial policies, procedures, and internal controls to safeguard the school's assets and ensure accurate financial reporting.
- Oversee all contractual services associated with the capital campaign and construction, including the coordination of privately placed bonds, working with state agencies (MHHEFA), recording of applicable revenues and expenses, including financial projections;
- Regularly provide comprehensive financial analysis and reports to the Head of School, Finance Committee, and Board of Trustees.
- Prepare statistical information for enrollment, attrition, full-time equivalents, salaries, tuition, operating expenses, income analysis, etc.
- Oversee the purchasing of supplies and equipment necessary for the operation of the school;
- Direct the school's health and disability insurance and retirement plans;
- Oversee payroll and related reports to comply with local, state, and federal regulations and reporting requirements;
- Identify, negotiate, and oversee contractual operations with providers of long-term services to the school, including insurance, capital leases, rental agreements, and janitorial services;
- Develop and implement daily operational decisions and personnel policies of the school;
- Coordinate with the Facilities and Transportation Manager to direct the operation of the buildings and grounds to include long-range budgeting and space allocation;
- Oversee technology vendors and the development and implementation of the school's Information Systems;
- Clear, proactive communication and presentation skills;
- Demonstrated ability to distill complex financial topics and effectively communicate this information to varied audiences;
- An accessible, approachable style and a willingness to be a presence in the school community;

**Experience Requirements:**

- Bachelor's degree in accounting, business, finance, or economics is required; MBA and/or CPA are strongly preferred;
- Ten years of progressively responsible financial management experience, with demonstrated success in leadership roles;
- Two years experience in independent schools, higher education, or nonprofit financial management preferred;
- Two years of audit experience;

- Ability to prepare and maintain financial reports in compliance with Generally Accepted Accounting Principles (GAAP);
- Ability to interpret and apply the standards set forth by the Financial Accounting Standards Board (FASB);
- Advanced proficiency in the use of Excel, accounting, or ERP software and the ability to research and implement new financial software;
- Highly developed organizational skills and attention to detail;
- Ability to identify opportunities or problems and implement appropriate solutions;
- Superb communication skills; excellent written, verbal, and presentation skills;

**Job Conditions:**

The work of this position is conducted on the school campus to enhance collaboration and support of the school community. Extended hours are occasionally required to complete special assignments, meet tight deadlines, attend school meetings, or attend events occurring during non-business hours. The position operates independently with minimal supervision.

The CFOO maintains and fosters the highest ethical standards, integrity, and respect for the school community in conducting the school's business. Discretion and respect for the utmost confidentiality of the school's stakeholders are expected to be demonstrated at all times. Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, this fiduciary position will require a credit report or credit history for consideration of employment with The Calverton School.

**About The Calverton School**

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students aged 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community. Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

**To apply:** Interested candidates should send a cover letter, resume, and names of three professional references to Adrienne Forgette, Head of School at [aforgette@calvertonschool.org](mailto:aforgette@calvertonschool.org)