St. Joseph High School, a private Catholic school in Victoria, Texas, seeks a mission-driven Chief Financial Officer (CFO) to lead its financial strategy, ensuring fiscal stability, and align resources with its commitment to Catholic faith-based education. The ideal candidate will hold a bachelor's degree, 5-8 years of experience in financial management, at least 3 years in a leadership role, and advanced degrees or professional certifications preferred.

Job Title:
Chief Financial Officer

Primary Purpose:
The Chief Financial Officer (CFO) oversees the financial operations of St. Joseph High School, ensuring effective resource stewardship and supporting strategic growth in a mission-driven, community-oriented environment. Reporting to the President and working closely with the Board of Directors, the CFO develops financial strategies aligned with the school's long-term goals, ensures regulatory compliance, and contributes to sustainable planning. As a key member of the senior leadership team, the CFO provides financial insight to advance the school's mission of academic excellence and spiritual formation.

Key Responsibilities:

- **Financial Planning and Budgeting:** Lead the development and management of the annual budget in alignment with the school's strategic priorities and mission. Prepare long-term financial forecasts to support initiatives such as enrollment growth and campus improvements.
- **Financial Reporting and Compliance:** Ensure timely and accurate financial reporting for the President, Board of Directors, and other stakeholders. Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Texas Catholic Conference of Bishops - Education Department (TCCB-ED) financial standards.
- **Cash Flow and Treasury Management:** Manage the school's cash flow, investments, and banking relationships to maintain liquidity and optimize financial performance.
- **Risk Management:** Oversee risk mitigation strategies, including internal controls, insurance policies, and audit processes. Ensure the school meets all regulatory and accreditation-related requirements.
- **Daily Accounting Functions:** Work with and manage daily accounting functions in conjunction with business office staff. Due to our size, this can include doing tasks that are not typically assigned to a CFO.
- **Advancement and Development Support:** Partner with the Advancement Office on fundraising efforts, including grants, donor stewardship, and endowment management, ensuring alignment with financial goals.
- **Human Resources Oversight:** Oversee HR operations, including payroll, benefits administration, and coordination with external service providers, ensuring compliance with labor laws and Catholic ethical standards.
- **Technology and Systems Oversight:** Maintain and improve financial systems and software to support accurate reporting and informed decision-making.

- **Strategic Leadership and Collaboration:** Collaborate with the President, Principal, and Board of Directors on strategic planning, including capital campaigns, enrollment strategy, and facility upgrades.
- **Stakeholder Communication:** Provide clear, mission-focused financial updates to the Board of Directors, staff, and school community. Translate complex financial data into accessible information for non-financial audiences.
- **External Relations:** Represent the school in financial matters with banks, vendors, diocesan offices, and other partners, always reflecting the school's Catholic identity and values.

Education/Certification:

- **Required**: Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- **Preferred**: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) designation, and/or Master's degree in Business Administration (MBA) is highly desirable.

Experience:

- **Required**: Minimum of 5-8 years of experience in financial management, with at least 3 years in a leadership role.
- **Preferred**: Experience in a private school or Catholic institution, with familiarity in budgeting, financial forecasting, and compliance with TCCB-ED standards. Proven track record in strategic financial planning, fundraising support, and managing small to mid-sized organizational budgets (e.g., $3-$5 million).
- **Skills**: Strong analytical, organizational, and communication skills. Proficiency in financial management software (e.g., QuickBooks, FACTS, ADP, and/or similar systems). Ability to lead cross-functional teams and collaborate with diverse stakeholders.

Compensation:

Competitive salary will be commensurate with experience.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Candidates will be required to pass Diocesan screening and a background check to be eligible for employment. Diocesan application is available here.

About St. Joseph High School

Founded in 1868, St. Joseph High School is a private Catholic school owned and operated by an independent Board of Directors. Backed by more than a century and a half of educational excellence, the original commitment of the founder to provide value-centered education and extracurricular opportunities still remains.

The Blessed William Joseph Chaminade, founder of the Marianist Order, had a vision for education that encompassed five principal characteristics of educating the whole person. The year 2017 marked the

200th anniversary of the founding of the Society of Mary, and St. Joseph High School honors its past while building for the future.

The characteristics of a Marianist Education and our vision for St. Joseph High School include the following five elements:

- Educating for faith formation;
- Providing an integral, quality education;
- Educating in the Family Spirit;
- Educating for service, justice, and peace; and
- Educating for adaptation and change.

Contact STJ President John Gilley for more information or to apply: jgilley@stjflyers.com