



The Crefeld School seeks a Chief Financial Officer (CFO) to begin December 1, 2025.

Serving students in grades 7 through 12, The Crefeld School's mission is to graduate self-aware, empathetic, lifelong learners, who possess an appreciation for diverse perspectives, their role in society, and their ability to act as agents of change. Towards this end we seek the same attributes in our staff. Located in Chestnut Hill, Crefeld is a gender inclusive school, providing an intentionally different college preparatory program to help students become their best selves.

Reporting directly to the Head of School, and working closely with the Finance Committee, the CFO is charged with the effective stewardship of the school's financial resources, ensuring efficient deployment in support of the Crefeld's mission and strategic goals.

The CFO will:

- Manage all aspects of the business and financial functions of the school, including accounting and bookkeeping, billing and collections, payroll, accounts payable, fiscal management, annual budget and audit, financial aid, investment and cash management, and other business administration activities
- Administer the annual budget and multi-year forecasting process to align with the school's mission and goals; participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data as needed
- Manage the preparation of employee contracts, employee benefit programs, and oversight of faculty absences, vacations, etc.
- Manage and coordinate with the leadership team all aspects of risk management including working with insurance advisors and brokers to ensure that adequate, appropriate and cost-effective insurance is in force, and administering the school insurance program
- Ensure the effective management of auxiliary enterprises of the school, including rental of facilities, rental policies, and rates; schedule all rental activities and ensure completion of contracts and ensuring that renters provide necessary insurance
- Manage the full financial aid process including all communications with families and other organizations responsible for student financial support in concert with the Director of Admissions and Head of School
- Work with Trustees on the Finance Committee
- Work with the Director of Development on all fundraising/development related aspects as well as compliance with requirements of the Pennsylvania EITC/OSTC program
- Model and foster high ethical standards, integrity, and respect for colleagues, alumni, families, and students
- A hybrid work schedule will be considered

Strong candidates will have:

- A bachelor's degree, preferably in accounting or finance
- 5+/- years experience in an accounting, finance position; a CPA would be helpful
- Demonstrated leadership qualities
- High ethical standards
- Excellent oral and written communication skills
- Demonstrated ability and deep commitment to working collaboratively
- Keen analytical skills and a detail-oriented work style
- Experience accounting in an independent school, college or university setting preferred
- Exceptional computer skills with Blackbaud (Financial Edge) and Microsoft products (Word, Excel modeling, Powerpoint)
- Experience with Google apps as Crefeld is a Google school



The person we are seeking will possess demonstrated commitment to diversity, equity, and social justice and will be able to model anti-racist and anti-sexist practices with both students and staff. People of color and members of the LGBTQIA community are strongly encouraged to apply. The Crefeld School provides a strongly collegial professional environment, where collaboration, participation, creativity, and flexibility are highly prized attributes.

How To Apply: please gather the following items and place them into a single Google Drive folder. Title this folder "FirstName-LastName-CrefeldCFOApplicant," then share that folder with employment@crefeld.org.

- Cover Letter
- Resume/CV
- List of 3 References

No phone calls. Salary range is \$80,000 - \$120,000 and includes a robust benefits package including 403b retirement matching and employee wellness opportunities. Accepting resumes until the position is filled.