Chief Financial Officer/Chief Operating Officer
The Weiss School
Palm Beach Gardens, Florida
weissschool.org

Southern Teachers is assisting the Weiss School in its search for a Chief Financial Officer/Chief Operating Officer. Reporting to the Head of School, the CFO/COO is a key member of the executive corporate leadership team and is responsible for overseeing the school’s financial functions, reporting, and controls.

The CFO/COO performs and maintains day-to-day financial responsibilities such as developing, securing approval, tracking, and managing the annual budget. The CFO works directly with the school's banks and vendors; oversees financial compliance with FCIS requirements; secures federal, state, and local grants; teams with the CPA to furnish documentation for the annual certified audit; and works with the advancement team to secure donations from individuals, institutions, and corporations, including annual fundraising targeting the school’s parent community. He or she also oversees administrative functions that support the physical plant and HR issues and compliance.

The ideal candidate holds an advanced degree, preferably in school administration, finance, or business administration. He or she will have over seven years’ experience as an administrator, preferably in private schools; extensive financial management experience including use of Blackbaud systems, creating budgets, and overseeing audits; and a demonstrated ability to secure and manage grants and scholarships. The CFO/COO should be an excellent writer and communicator who can manage projects from concept to completion and can recruit and supervise personnel.

Founded in 1989, The Weiss School is the only independent school in South Florida dedicated exclusively to educating gifted students in grades prekindergarten through grade eight. The school emphasizes a sense of community through sharing, service learning, and global citizenship to promote and build character that prepares students to build better lives and a better world. The Weiss School is located on eight acres in the heart of Palm Beach Gardens.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins as soon as feasible upon hire.