



Chief Financial Officer Search

July 1, 2024 or Sooner

Washington, DC

School Overview

MILTON is distinguished by its commitment to academic excellence, talented faculty, and learning that is joyful, engaging, experiential, and enduring. MILTON is a warm, vibrant, pluralistic Jewish day school where students, families, and faculty mirror the diversity of Jewish practice in the community. The school serves more than 465 students at our Kay and Robert Schattner Center Campuses - the beautiful South Campus for Early Childhood students in Grades PK-1, and the recently renovated and expanded North Campus for Elementary and Middle School students in Grades 2-8.

History of MILTON

Milton Gottesman Jewish Day School weaves the unique threads of every student, educator, and family into a vibrant tapestry of Jewish community. Grounded in Jewish sources, we prepare students for a life of meaning, engaged citizenship, and critical thinking through innovative teaching, joyful learning, and educational excellence with the nation's capital as an extension of our classroom.

MILTON was founded in 1988 as the Jewish Primary Day School, a PK-3 school housed in a local synagogue. Over the years, MILTON has grown, first to incorporate students through grade 6 and more recently to add a middle school through grade 8. In the spring of 2017, with the addition of the middle school and thanks to generous gifts of donors including the family of Milton Gottesman, the school officially became known as Milton Gottesman Jewish Day School of the Nation's Capital.

MILTON prides itself on being more than a school. It is a community, a gathering place, a group of learners who are proud of their Jewish identity. MILTON is unique as the only Jewish day school in Washington, DC and capitalizes on its proximity to all the resources the nation's capital has to offer through field trips, learning opportunities, special guests, and more. MILTON encourages problem solving and critical thinking, focusing on design thinking in instruction and the incorporation arts, maker-space programming, and more into the curriculum. A growth mindset suffuses the institution; we constantly ask what can we do better, differently, and innovatively?

Lead Consultant

Tim Viands

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Milton's Documentary

In 2017-18, Milton sixth graders produced the documentary [Coming Home: The Story of DC's Only Jewish Day School](#) about the school as part of a year-long study of leadership, collective memory, and institutional change.

Dr. Deborah Skolnick-Einhorn's Empowerment Leadership Philosophy

Head of School, Dr. Deborah Skolnick-Einhorn, believes there are four fundamental elements to empowering her leadership team. Fundamental to her approach is having a shared vision and shared standards of excellence. For more information on Dr. Skolnick-Einhorn's Empowerment Leadership Philosophy, please read her recent article [FROM SURVIVAL TO "THRIVAL": EMPOWERING LEADERSHIP TEAMS](#).

About the Role

Milton Gottesman Jewish Day School of the Nation's Capital in Washington, DC seeks a dynamic and forward-thinking Chief Financial Officer (CFO) to lead MILTON's financial success and direct half of the school's operations.

The CFO is essential to helping MILTON achieve its mission and live out its core values. Through savvy and strategic financial leadership and a focus on both the details and our long-range plans, the CFO will strengthen our ability to support a diverse range of students, teachers, and families in a vibrant tapestry of Jewish community. The intelligent and student-focused allocation of financial resources supports the innovative teaching, joyful learning, and educational excellence we aspire to.

The new CFO will join MILTON in its 35th year, while the school is on solid financial footing and experiencing a strong admissions cycle. Reporting to the Head of School and working closely with the board Finance Committee, the CFO also partners with several colleagues within the school where a collaborative community and culture are part of what make the school a wonderful place to work.

The right candidate will bring a mix of experience responsibly leading a mid-size organization's financial and operational activities, a track record of building positive relationships and pitching in where needed, understanding of compliance issues—particularly in Washington, DC, an innovative and growth-focused mindset, and the ability to operate our financial systems in a way that places students at the center.

In addition, the incoming CFO should be ready to step in from time to time to work alongside other members of the school community. MILTON encourages each leadership team member to take on a duty and to pitch in when support is needed. A willingness to work alongside students, teachers, and administrative colleagues for arrival, dismissal, lunch, recess and/or with other school events is a must.

This is a 12-month, full-time, exempt, fully in-person role.

The Position

First and foremost, the successful candidate will need to embrace MILTON's mission and core values.

Key responsibilities

CFO Responsibilities:

- Provide oversight of a budget of approximately \$15M as well as substantial endowment and reserve accounts.
- Analyze and make recommendations related to all financial matters to HOS and Finance Committee
- Work effectively with outside auditors and accountants; prepare all required documentation
- Manage relationships with tuition payers and financial intermediaries with sensitivity and discretion
- Prepare financial data and reports, quarterly or as needed
- Manage annual budget process
- Design annual compensation budget, to include salary scale and increase for non-scale staff
- Create and maintain five-year forecast model, including capital expenditures budgeting
- Prepare cash management plan
- Liaise with Finance and Investment Committee
- Lead annual tuition assistance process and implementation

Controller Responsibilities:

- Prepare/review monthly reconciliation process for all cash-based accounts
- Review reconciliation of donation reporting - pledges and cash received
- Prepare internal documents for annual audit and 990 tax filing - includes schedule of functional expense, pledges receivable, salary accrual, tuition receivable/deferred revenue accounts
- Review/approve expense classification via online bill-pay system
- Follow up with outstanding accounts receivable
- Prepare semi-monthly payroll including tracking changes
- Reconcile all payroll-related systems including health-care premium, FSA spending, 403B

Bookkeeping / Accounting Responsibilities:

- Record weekly payables via Bill.com and ensure appropriate classification
- Record all credit card transactions and ensure appropriate classification of expense
- Record all advancement-related activity and ensure appropriate classification of expense
- Issue live checks in rare instances when Bill.com will not be used
- Add new vendors and ensure receipt of W9
- Prepare reclassification of expense reimbursement via Payroll and Credit Card refund transactions
- Obtain and maintain all cash-based account monthly statements
- Record cash deposits from all sources

The Profile of the next Chief Financial Officer

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

The ideal candidate will have a background or experience in:

- Independent Schools and/or Non-Profits
- Accounting and/or Finance (CPA, Preferred)

In addition, the ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

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| Analytical Aptitude | Effective Communication |
| Risk Assessment Skills | Decision-Making Skills |
| Strategic Mindset | Negotiation Acumen |
| Business Intelligence | Entrepreneurial Mindset |
| Financial Expertise | Commitment to Excellence |
| Willingness to Support on the Ground | Demonstrated Critical Thinking & Problem Solving Skills |
| Strong Code of Ethics | |

To Apply

Application Deadline: May 15, 2024

Please note that strong candidates may be considered before the application deadline.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands
President, IndySchool Consultancy
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

Strong candidates will be given a battery of competency assessments.

Compensation & Benefits

The salary range for the next Chief Financial Officer will be between \$145,000 - \$165,000, depending on experience. The school offers a competitive benefits package.

**For inquiries,
contact us.**

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