



# Lake Ridge Academy

## Chief Financial Officer

### LEADERSHIP OPPORTUNITY STATEMENT

37501 Center Ridge Rd., North Ridgeville, OH 44039

[www.lakeridgeacademy.org](http://www.lakeridgeacademy.org) Independent Day School: Grades K-12

#### LAKE RIDGE AT A GLANCE

Type: Co-Ed Day  
School

Grades: K-12<sup>th</sup>

Enrollment: 400

Average Class Size: 12  
to 14

Diversity: 35%  
Students of Color

Average Tuition:  
Family Individualized  
Tuition assures  
equitable and  
transparent tuition

Professional  
Affiliations: NAIS,  
ISACS, OAIS, CCIS,  
College Board



#### About Lake Ridge Academy

Lake Ridge Academy is an independent, nonsectarian day school with coeducational classes from kindergarten through grade 12. Lake Ridge Academy is the only independent college preparatory school on Cleveland's west side, and serves about 400 students with an upper school (grades 9-12) enrollment of approximately 160. The school is located on a 93-acre campus in North Ridgeville, a suburb 25 miles west of Cleveland. Students travel by bus or car from over 40 surrounding communities. All students are college bound; they represent diverse ethnic and racial backgrounds.

**The mission of the school is to send into a changing world confident young people of integrity who think critically and creatively while embracing the joy of lifelong learning.** We reaffirm our dedication to this mission by understanding that a commitment to diversity, equity, and inclusion across our organization helps us to nurture students' integrity and prepare them for just such a changing world.

The annual budget of the school is about \$10 million, with approximately 75% of revenue coming from tuition, 5% from state and other government funds, and the remaining funds through fundraising and other sources of income. The school is in the early stages of its 60th anniversary comprehensive campaign, which is centered around health and wellness.

#### The Position

The Chief Financial Officer (CFO) of the school is a member of the senior leadership team of the school, reporting to the Head of School. The CFO will provide strategic leadership in support of the school's overall financial health and success. **The CFO is responsible for the financial oversight and management of the school, providing timely and accurate financial data, overseeing the school's outside audit, and ensuring the integrity of all accounting information.** In addition, the CFO has broad responsibilities in other areas including technology, human resources, facilities, and transportation.

The CFO will manage the business office staff, as well as provide oversight of our transportation and facilities teams. They will regularly prepare and present

financial information to school leadership, the Board of Directors, and Board committees. The CFO will also interact with donors, potential donors, parents, and prospective families.

Salary will be competitive with schools and other non-profits of a similar size. In addition to common employee benefits including health insurance subsidized by Lake Ridge Academy and a 403(b) plan, Lake Ridge provides a generous tuition remission program for children of employees. Lake Ridge Academy will provide equal employment opportunity without regard to race, color, sex, gender, gender identity, age, religious affiliation, sexual orientation, disability, ethnic background or country of origin.



## Minimum Requirements

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- The successful candidate will be able to demonstrate that they have a proven track record of integrity, flexibility, collaboration, and transparency in the workplace. They should have a customer service orientation, be a creative problem solver, and be able to make effective presentations.
- Bachelor's degree in Finance, Business Management, Accounting or a related field.
- At least five years of experience in a financial leadership role.
- Demonstrated ability to independently record, enter financial transactions, oversee all of the financial processes of the school.
- Comfort and experience working in an environment with limited resources.

## Additional Desired Requirements

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- One or more professional certifications such as a CPA or similar credential.
- Experience working in a non-profit environment, especially an independent school.
- Experience with preparing audited financial statements.
- Experience in managing Human Resources, Technology, and/or Facilities functions.

## Next Steps

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Interested candidates should email a cover letter and a resume, both in PDF format, to [careers@lakeridgeacademy.org](mailto:careers@lakeridgeacademy.org). Priority will be given to those applicants who apply by August 22, 2022.

- The interviews will take place in three rounds:
  - Round One: A one-on-one screen with the chairs of the search committee, which may happen on or off campus, during the day or after hours.
  - Semi-Finalists: A full day on campus at Lake Ridge Academy, meeting with the search team, which will include the Head of School, business office employees, leadership team peers, and other representatives from the school.
  - Finalists: Finalists will be introduced to board representatives off campus, including the Finance Committee Chair.



