



Chief Financial Officer

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Chief Financial Officer (CFO)** Provides the leadership, management, and vision necessary to ensure that Cranbrook has the proper financial and operational controls, administrative and reporting procedures, and systems in place to effectively further Cranbrook's vision, mission, goals, and objectives, and to ensure financial strength and support operating efficiency. Primary expertise will be in providing financial oversight in the areas of Finance & Accounting, Audit, Budget, Internal Controls, and Capital Projects.

Responsibilities include, but are not limited to:

- Serve as the financial officer to provide overall financial leadership and management to Finance & Accounting, Audit, Budget, Internal Control, and Capital Projects.
- Provide strategic financial input and leadership on decision making issues affecting Cranbrook, i.e. providing technical financial advice and knowledge, timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Chief Operating Officer, President, and other senior executives in performing their responsibilities.
- Lead the implementation of and continuously review and revise the strategic financial plan.
- Lead the internal control and audit process for the Cranbrook Educational Community.
- Provide leadership and management for continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Interact constructively with all constituents of the community in order to effectively communicate Cranbrook's financial status and objectives.
- Function effectively as a team player working closely with the Chief Operating Officer, President, and other administrators of the Community.
- Recruit, train, develop and mentor, evaluate and supervise professional and support staff and demonstrate a strong commitment to attaining and retaining a diverse and representative work force.
- Provide financial leadership to the appropriate operational departments and community divisions in the development and implementation of both budgets and short-term and long-term strategic goals and objectives of the community. Directly supervises the Manager of Accounting, Senior Budget Accountant, and Payroll Supervisor.
- Perform other duties as directed by the Chief Operating Officer of Cranbrook.

Requirements:

- Requires an experienced leader and financial executive with fifteen years of significant experience, including in the non-profit sector; Bachelor's degree with a major in business, finance, accounting, or related field required (Master's degree preferred).

- CPA certification.
- Requires demonstrated strengths in the areas of planning, operations, finance, investment, budgeting, human relations and working successfully with a volunteer board.
- Knowledge of tax-exempt financing, debt management, and investment strategies is important.
- Significant experience in internal control and audit responsibilities including Sarbanes Oxley.
- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational and financial focus.
- A well-organized and self-directed individual who is "politically savvy" and a team player with the ability to relate to people at all levels.
- An excellent negotiator who is experienced in complex contracts.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems, with a demonstrated ability to accomplish broad, visionary assignments as well as complex detailed projects.
- Must possess the presence, intelligence, demeanor, and superior verbal and written communication skills to represent Cranbrook effectively at all levels both internally and externally.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment

(Please note that a fully completed employment application is required for consideration)