



Position Information

| | | | |
|-----------------------------|-------------------------|----------------------|---|
| Job Position: | Chief Financial Officer | School: | Gem Innovation Schools |
| Subject: | Idaho K-12 Education | City: | Meridian, Pocatello, Post Falls, or Deary |
| Grade: | K-12 | Contact: | Peggy Miller |
| Type: | Classified | Email: | pmiller@idahoidea.org |
| Full Time/Part Time: | Full-Time, 12 month | Salary Range: | \$65,000 - \$75,000 |

Position Description

Position: Classified

Are you interested in making a significant impact in students' lives? Do you believe that all children can learn? Would you like to be part of a team that is committed to do whatever it takes to make **every** student successful? Gem Innovation Schools (GIS) is seeking an entrepreneurial spirit who is committed to excellence and has a desire to join a fast-growing team.

GIS views itself as a catalyst for changing K-12 education in Idaho, with an impact that extends beyond our schools to benefit students throughout the state. Our focus is to improve post-secondary preparedness and achievement for **all** students. GIS provides a personalized learning experience through individualized instruction, positive adult relationships, the use of adaptive software, and data. The Gem Innovation Schools organization currently serves K-12 students throughout Idaho, operating four charter schools: Gem Prep schools in Nampa, Meridian and Pocatello, and Idaho Distance Education Academy, a statewide virtual school. Furthermore, GIS is in the process in creating a business plan for its next phase of growth, which will include opening additional schools. See www.geminnovation.org for more information.

Summary

As a key member of the Executive Management team, the Chief Financial Officer will report to the CEO and assume a strategic role in the overall management of the Organization. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This will include direct responsibility for accounting, finance, forecasting, strategic planning, annual budgeting, legal, property management, borrowing analysis and negotiations, board of directors' relationships, and state and Federal compliance.

Responsibilities

- Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensure credibility of the Finance department by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Take hands-on lead position of developing, implementing, and maintaining a comprehensive financial system.
- Direct and oversee all aspects of the finance, accounting, reporting, and compliance functions of the organization.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/ strategies/systems.
- Establish and maintain strong relationships with senior executives to identify their needs and seek full range of financial solutions.
- Provide executive management with advice on the financial implications of organization activities.
- Manage processes for financial forecasting, budgets and consolidation and reporting to the organization.
- Provide recommendations to strategically enhance financial performance and organization opportunities.

- Ensure that effective internal controls are in place and comply with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Serve as Treasurer of the Board.

Working at Gem Innovation Schools

GIS focuses on hiring and developing great employees with high expectations and provides robust support to meet those expectations. GIS expects the following:

- **Results.** GIS works relentlessly to create efficient, measurable, and sustainable results. We strive for excellence and pursue our mission tenaciously. Ideally, you thrive working in a fluid environment where flexibility and tenacity are required.
- **Innovation.** We embrace new approaches and ideas that have a powerful impact on learning and teaching, achieving success for every student. We believe that today's students need schools that dramatically rethink the traditional learning and teaching process for the success of every student. The status quo is not acceptable.
- **Integrity.** We are truthful, fair, and trustworthy in all aspects of our work. We expect the same of you.
- **Humility.** If you are humble and teachable, this will be a powerful learning experience for you. Your humility will be key to building trusted and authentic relationships as well as the key to your professional growth. We also understand that you bring valuable experiences and knowledge that will lift our team.
- **Teamwork.** We value each of our team members as individuals but believe that we achieve the greatest results by working together.

Qualifications

- BS in Accounting or Finance, MBA and/or CPA highly desirable
- 3+ years in progressively responsible financial leadership roles, preferably in education
- Project management experience & organization skills

Personal Attributes

- Strong interpersonal skills
- Internal drive to communicate with the CEO and others at all levels of the organization
- Ability to communicate with staff at remote locations is essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation

Other Skills and Abilities

- Impeccably organized and task oriented
- Exceptional critical thinking skills, including the ability to find solutions to what others consider insoluble problems
- Passion to thrive in a new environment with challenging opportunities to make a lasting impact

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

Gem Innovation Schools is a DRUG FREE WORKPLACE. It is a condition of employment with Gem Innovation Schools that employees comply with this policy.

I declare that all of the information provided in seeking a position with Gem Innovation Schools is true and correct. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment terminated.