



COVENANT  
CHRISTIAN ACADEMY

## Chief Financial Officer

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Covenant Christian Academy, a Christian and Classical K-12 independent school, is exploring the addition of a qualified administrative school professional to fulfill the full-time role of Chief Financial Officer. The Chief Financial Officer oversees all financial aspects of the school while thinking strategically with the Head of School, the Administrative Team, the Finance Committee and the Board. This responsibility includes management of the profit/loss, balance sheet, and cash flow statements for the school, with accountability for maintaining and improving the long-term financial stability of CCA. In addition, the role has responsibility for the physical assets of the school, including the management of the CCA facility and the West Peabody Office Park. The CFO also serves as a senior administrator, working closely with other administrators, and overseeing human resource responsibilities.

Duties and Responsibilities of the Chief Financial Officer include:

### **Financial Responsibilities and Management**

- Compliance, controls and audits
- Budgeting, financial planning, forecasting, reporting
- Accounting and bookkeeping
- Risk Management and Safety
- Tuition and Financial Aid
- Business Office operations
- Human Resources responsibilities
- Fundraising
- Quarterly Reports to the Board
- Head the school Finance Committee

### **Facility Responsibilities**

- Sit on the West Peabody Office Park board as the representative of CCA.
- Manage all aspects of the Peabody Education and Business Center
- Oversee the Director of Facilities for CCA and WPOP
- CAPEX and spending - make recommendations on annual capex and facility projects as part of budgeting process.
- Manage transportation assets

### **Strategic Planning and Development**

- Strategic Planning - Partner with Head of School in multi-year strategic planning
- Development - Partner with Head of School and/or Marketing, External resources to set long term development goals
- Capital planning and construction. Lead the capital planning strategy to identify facility priorities. Lead the planning and oversight of any major construction projects.

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Candidates must be willing to sign CCA's Statement of Faith and Core Values. Must maintain the highest Christian virtue and personal decorum, serving as a Christian role model and mentor both in and out of school, to students, parents, fellow faculty members and employees in judgment, dignity, respect, and Christian living.

**Contract runs:** 12 month cycle, 40 hours a week

**Compensation:** Commensurate with experience

**Contact Person:** Andrea Bergstrom, Head of School, [andrea.bergstrom@ccamail.org](mailto:andrea.bergstrom@ccamail.org)

Interested candidates should submit a letter of interest, professional resume, and Christian faith statement.

Submit requested materials to:  
Andrea Bergstrom, Head of School  
Covenant Christian Academy  
83 Pine Street, West Peabody, MA 01960

*Candidate interviews will be scheduled following review of requested material. Position may be filled at anytime through the search process once a desired candidate has been identified.*

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**Covenant Christian Academy 83 Pine Street West Peabody, MA 01960 ph: 978.535.7100**