



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: Chief Financial Officer (CFO)

Supervisor: Chief Executive Officer

Department: District

Classification: Exempt

The Milwaukee Academy of Science (MAS) Board of Directors seeks a full-time CFO to serve as the organization's fifth member of the leadership team. Founded in 2000, MAS is a K4-12 charter school serving nearly 1,400 scholars in downtown Milwaukee. The school has a science, technology, engineering, and math (STEM) focus in order to prepare graduates for STEM related fields. Beyond academics, the school offers a variety of student clubs and athletics.

The Board of Directors is committed to the school's launch vision which was an academy where scholars achieve at high levels and science is rigorously pursued by all. The Board of Directors seeks a leader that will ensure MAS will thrive financially in an effort to ensure each staff member and scholar has the necessary resources to be successful. Towards that aim the CFO will build the right financial team and ensure the proper procedures, policies and systems are in place and followed.

The CFO will be the internal head of the financial team, working closely with the CEO and Chief Academic Officer (CAO), Chief Compliance and Operations Officer (CCOO) and Chief Strategy Officer (CSO) to facilitate all financial affairs and expectations. The members of the business office team will report to the CFO and he/she will be responsible for managing all financial affairs and federal, state and local compliance reporting. The CFO reports to the CEO and is a vital member of the Leadership Team, and works with the Finance Committee, a subcommittee of the Milwaukee Academy of Science Board of Directors.

The duties of the Chief Financial Officer duties include the following:

Essential Duties and Responsibilities include:

- Oversee all financial operational aspects of the school including budgeting, accounts payable, accounts receivables, projections, variances, financial statements, and projections.
- Supervise and support business office staff, fostering a culture of excellence, accountability and continuous improvement.
- Monitor financial performance against budgetary goals and provide regular updates and analysis to the senior leadership team and board of directors.
- Manage cash flow, investments and debt financing activities to optimize financial resources and mitigate risk.
- Provide financial forecasting and prepare financial models to inform and support leadership decision making.
- Partner with the CEO and CAO to develop an annual operating budget and maintain a long-range financial model for the school.



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- Coordinate the annual audit process and ensure compliance with all federal, state and local regulatory requirements, including charter school laws and regulations
- Collaborate with external stakeholders, including vendors, financial institutions, and government agencies, to negotiate contracts, secure funding, and maintain positive relationships.
- In partnership with the Human Resources Director and business office team, oversee payroll, benefits, health insurance and human resources

School Culture Responsibilities:

- Preserve and promote the MAS mission and vision as well as the school's core values and culture.
- Ensure positive staff culture that promotes an appropriate staff/teacher retention rate.

Board of Director Responsibilities:

- Report to the Board of Directors on all financial matters to include investment and audits.
- Serve as a staff liaison on the Finance and Executive Committee.

Required Qualifications

- Minimum of three years of experience managing and leading a fiscal department in a school, or five years in a non-school setting.
- A minimum of bachelor's degree in finance, accounting, business administration or related field; a master's degree is preferred. CPA or CMA designation is highly desirable.
- Demonstrated leadership ability, with a track record of effectively managing teams and driving results.
- Exceptional communication and interpersonal skills, with the ability to effectively engage and collaborate with diverse stakeholders.