



CHIEF FINANCIAL OFFICER – BUSINESS MANAGER IDEAL CANDIDATE PROFILE

CTC Academy is a 501 (c)(3) non-profit organization that provides educational and therapeutic services for students with a diverse array of developmental disabilities, through a collaborative educational program and support services for students and families. The organization is recruiting an experienced, hands-on financial professional to serve as its next Chief Financial Officer – Business Manager.

CTC ACADEMY

***Mission:** Enhancing the lives of children and young adults with special needs, and their families, by providing an enriched educational, therapeutic and supportive environment.*

***Vision:** Fulfilling the potential of all people with special needs.*

CTC Academy opened its doors in 1950 as the Cerebral Palsy Center of Bergen County, New Jersey.

Since that time, the organization has evolved into an innovative education institution that provides creative education and advanced therapies to students who face a diverse array of developmental disabilities.



PROGRAMS AND SERVICES

With a budget of nearly \$16 million and more than 230 staff members, CTC Academy provides educational services for over 150 children, adolescents and young adults at two schools and follows the school continuum from Preschool through age 21 as well as Early Enrichment for children ages 18 months through 3 years. The Fair Lawn Campus serves students 18 months through 6 years of age and the Oakland Campus serves students 6 through 21 years of age.



The focus of the Academy's instruction program is to enhance students' individual strengths while fostering innovative learning techniques that promote autonomy and success. Each student's learning program, driven by his or her IEP (Individualized Education Program), is unique and collaboratively developed by the professional team of teachers, therapists in conjunction with the child's parents or guardians.

THE ROLE OF THE CHIEF FINANCIAL OFFICER – BUSINESS MANAGER

The Chief Financial Officer – Business Manager is responsible for all of CTC Academy's financial operations, following the general policies and standards provided by U.S. General Accepted Accounting Principles (GAAP), the U.S. Department of Education (DOE), and federal, state and other required agencies.

Reporting to the Executive Director, this position oversees and manages the following responsibilities: business office, financial investments (including endowment and operating funds), IT, facilities management, risk management, and contract review.

Essential Responsibilities

- Directs and performs duties and tasks associated with all aspects of finance including financial accounting and controls; budgeting; analysis and reporting; insurance; payroll; retirement plan; negotiation and financial management of contracts; risk management; and general administration.
- Oversees and monitors all financial investments, including endowment funds and invested operating funds; serve as the primary liaison for the organization's banking relationships and asset managers.
- Prepares monthly and quarterly financial and annual reports for the Board of Directors and DOE including the monthly financial statements, quarterly financials, annual fiscal (as required by the DOE) and quarterly expenditure reports.
- Works closely with the Executive Director, senior managers and the Board on items including fiscal management, financial analysis, short- and long-term projections, major expenditures, and financial planning; prepares written materials for these committees, provides board updates, and other materials as needed.
- Working in collaboration with the Head of Human Resources & Compliance, oversees the execution of the employee retirement plan to meet fiduciary obligations in the administration of it.
- Fosters professional standards and development by participating in local and national organizations; maintains business relationships with consultants, legal counsel, vendors,



and colleagues at other schools. Attend pertinent webinars, seminars, and workshops on a regular basis.

- Maintains up to date knowledge of the NJ fiscal code and regulations of CTC Academy's funding sources. Provides Executive Director, administrative team, and business office staff with information regarding the fiscal codes and best practices.
- Oversees the coordination and activities of independent auditors, ensures compliance issues are met, and oversees the preparation of the annual financial statements in accordance with U.S. GAAP, DOE and federal, state and other required agencies.
- Holds primary responsibility for the outcome of annual financial statement and retirement plan audits and is responsible for submitting annual budget and audit material as to maintain compliance with all regulations.

Specific Responsibilities

- Maintains effective financial policies, procedures, and operations in accordance with generally accepted accounting principles.
- Is responsible for the overall direction, coordination and management of CTC Academy's business office as well as its IT functions. Supervises personnel who manage accounts payable, tuition receivables, banking, payroll, retirement etc.
- Maintains current, accurate financial records of operations and financial position of the organization including but not limited to the management and maintenance of the General Ledger and all sub ledgers such as accounts payable & accounts receivable.
- Develops, implements, and manages annual operating and capital budgets; identifies areas for cost savings, increased productivity and efficiency, and reduced waste and financial risk. Identifies any non-allowable costs/expenses and shares with the leadership team.
- Provides all financial information necessary for current operations, assessments, and future planning. Splits and analyzes the costs of all departments.
- Oversees and reconciles all bank accounts and related activity.
- Manages cash effectively; maintains an internal control structure.
- Maintains balance sheet.
- Books and maintains depreciation and equipment schedules.
- Oversees employee contracts and vendor management of contracts, payments, W-9s, and 1099s.
- Oversees the preparation of and executive of all tuition contracts between CTC Academy and sending districts; invoicing and purchase orders; tuition ledgers; reconciliation of billing to school register; rebills/paybacks, and 10% notification letters to districts.
- Works in collaboration with Head of HR to ensure all fringe benefits programs including health, dental, COBRA, life, worker's compensation insurance, and retirement plan, are



appropriately offered including monitoring eligibility criteria and recommending changes to enhance benefits and/or reduce costs.

- Oversees all aspects of the management of payroll services including all onboarding, salary maintenance, deductions, as well as processing payroll.
- Maintains and processes monthly 403(b) reporting as required by plan documents as well as retain regular communication in collaboration with the Head of Human Resources & Compliance with the Plan to ensure compliance with the plan and all ERISA rules and regulations.
- Consults with the Executive Director and Head of Human Resources to determine compensation administration.
- Monitors aged receivables and ensure that all outstanding invoices are paid in a timely fashion.
- Assists with the planning and maintenance of records of all agency fundraising activities.
- Negotiates all outsourced facilities contracts, long-term equipment rentals, utility provider contracts, facility rental contracts, and construction agreements.
- Oversees all construction, repair, improvement, and building projects, including contract negotiation, work of architects, contractors, and buildings and grounds.
- Serves on other Board committees as directed by the Executive Director.
- Communicates regularly with the Executive Director regarding all financial information.
- Performs any other related activities as required by the Executive Director.

The Chief Financial Officer – Business Manager is responsible for safeguarding the assets of the organization, ensuring all financial and operations functions meet the needs of the organization and its constituencies, and that all operations comply with regulatory requirements. As a senior leader, the Chief Financial Officer – Business Manager is an experienced professional who promotes the educational mission and values of the organization yet has hands-on approach and involvement prepared to strategize and develop mechanisms to manage expenses and resolve issues in real time as needed.

IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES



The ideal candidate for this position will hold a master's degree in business, accounting, finance, economics or a related field from an accredited college or university as well as a standard school business administrator's certificate or CPA. The organization is seeking candidates who have a minimum of 7 years of strong, hands-on experience in financial management including analysis and reporting, budgeting, asset management, audit compliance, federal and state tax regulations, and reporting procedures.

In addition, the ideal candidate will possess:

- The ability to interpret and explain complex issues and their financial/operations implications.
- Excellent interpersonal, written, and oral communication skills with a demonstrated ability to communicate effectively and relate well to colleagues and others.
- The ability to be highly analytical, detail-oriented, organized, able to multitask, and able to prioritize and complete projects in a timely manner.
- The ability to problem-solve and planning capability with proven results.
- A passion for continuous process improvement.
- The ability to be able to work under pressure and be flexible and creative.
- Collaborative leadership style: the new Chief Financial Officer – Business Manager must be a team player who communicates effectively with her/his colleagues, who has a positive attitude and who exemplifies commitment and alignment with the organization's core values and mission.

Preferred Qualifications

- Experience in APSSD
- Executive managerial experience in the nonprofit sector
- Experience with budgeting and forecasting models with the education field
- Facilities management
- IT network/data security experience
- Contract negotiation experience

Other Requirements

- Proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control act of 1986.
- Evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
- Evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
- Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

COMPENSATION

CTC Academy is prepared to offer a competitive salary and benefit package to the candidate selected to be their new Chief Financial Officer – Business Manager. In addition, this position offers an opportunity to join a remarkable staff in a supportive and rewarding work environment, while also making a profound difference in lives of the Academy's students and their families.

CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Carol Jee, Senior Vice President at carol@dcm-associates.com. If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at dennis@dcm-associates.com.



*Executive Search
Nonprofit Leadership
& Board Performance*

February 21, 2022