



**CHIEF FINANCIAL OFFICER
HOLY GHOST PREPARATORY SCHOOL
BENSALEM, PA**

Holy Ghost Preparatory School was founded in 1897 as a preparatory and junior collegiate seminary for young men who were studying to become members of the Congregation of the Holy Spirit. In 1959, the Spiritans discontinued the seminary program so that, at present, the entire enrollment of Holy Ghost Prep consists of nonresident, college-bound students. In the 1990s, the school began a long-range planning process, which resulted in significant structural enhancements to the campus. Holy Ghost Prep continues to evolve. The school's "Vision 2020" Strategic Plan has resulted in the building of a new STEM Tower. Step One of the STEM Tower, the Brennan Innovation Center, opened in August 2017. The rest of the STEM Tower was completed in time for the 2018–19 school year. In early 2018, the school also opened the Holt Center, including a performing arts center, a multi-purpose gymnasium, music instruction rooms, and training areas for baseball, track and field, golf, lacrosse, and rowing.

Reporting to the President, the Chief Financial Officer (CFO) is a member of the executive team, works closely with its members, as well as with all School constituencies and is the principal advisor to the President on all matters related to the financial oversight of the School. Responsibilities include developing and implementing student-oriented business and fiscal policies, developing and managing the annual budget, preparing long-range forecasts, and overseeing daily cash management, payroll, procurement, accounts receivable and payables functions. The CFO also oversees the investment in the school's endowment, monitors, evaluates, and reports on potential risks and oversees the human resource and facilities operations.

Qualified candidates will have a minimum of 7 years of progressive financial/accounting responsibility in a complex organization, with chief financial officer and/or controller experience preferred. The ideal candidate will be a seasoned, highly motivated, mission driven, strategic-minded financial leader who possesses the experience and demonstrates the skills necessary to motivate, inspire, and collaborate. Must possess substantial management experience related to administrative and fiscal affairs within an educational institution or similar industry combined with the ability to build and develop collaborative relationships internally and externally. Must be committed to embracing Catholic education specifically the mission of Holy Ghost Prep. A CPA and/or master's degree in Finance, Business, or closely related field is preferred. Must be willing to work some evening and weekends as needed.

For a complete position description, listing of qualifications, and additional information on Holy Ghost Prep visit our website at www.lambertassoc.com.

Qualified candidates may send their resume to:

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