



Keswick
SCHOOL
EST. 1963

CHIEF FINANCIAL OFFICER

About the School: Keswick School is a non-profit, therapeutic boarding school located outside of Charlottesville, Virginia, with a rich history and a national and international reputation of excellence.

For 61 years, the school has provided individualized support for each student's academic, social, and emotional growth. Our small school provides nurturing relationships, intensive clinical interventions, and individualized education for up to 36 boys in our highly structured and immersive environment. Keswick School accepts boys ages 9-15, at the time of enrollment, from throughout the country and abroad who have a complex set of clinical and learning challenges and average to superior intelligence.

Opportunity: Keswick School seeks a Chief Financial Officer who will have direct oversight of all financial components of the school under the direction of the Head of School. This will include all financial recordkeeping and reporting, payroll processing, benefits administration, budgeting, general ledger and account reconciliations, and student and employment contracts.

A successful candidate will:

- Have substantive work experience managing a business office
- Have strong software proficiency in QuickBooks, Excel, and Word
- Demonstrate effective organizational and time-management skills; proven ability to manage multiple duties and meet established deadlines
- Be organized, take initiative, and be able to multi-task
- Have meticulous attention to detail
- Demonstrate effective verbal and written communication skills
- Demonstrate strong analytical skills
- Be able to maintain positive internal working relationships with the Head of School, finance team, the school's audit firm, and department heads
- Be able to communicate effectively with the Board of Trustees, parents, family members, staff, vendors, government agencies, and the general public
- Have compassion for and desire to work with students and families
- Meet all health requirements, including TB screening and pass criminal background checks

Education/Experience: Bachelor's degree in accounting, business administration, or equivalent experience. MBA preferred.

Salary and Benefits: Competitive salary commensurate with experience; benefits include medical, dental, life insurance, 401K, and meals when on campus.

Apply: Send resume, cover letter, and three professional references to: alicia@ies-consulting.org

Contact: George Conway
President, IES Consulting
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434-981-3784

