



Chief Financial Officer

The Leffell School

Hartsdale, NY

Salary: \$180,000 - \$220,000

About The Leffell School

The Leffell School is a premier kindergarten through twelfth grade Jewish independent school, set apart by its comprehensive, intellectually rigorous curriculum that empowers and cultivates each student in mind, body, and soul. Located on two lush, 25-acre campuses in Westchester County and drawing students from the Tri-State area and metro New York City, The Leffell School attracts hundreds of families who choose from among many of the top schooling options in the world. Through the teaching of Jewish values, critical thinking, and openness to new ideas, The Leffell School inspires its students to achieve academic and personal excellence, preparing them for college and the ever-changing world beyond.

The Leffell School is a caring community that fosters the joyous practice of Jewish life. The school brings together families from a wide variety of Jewish backgrounds and affiliations, with an anchoring commitment to traditional Jewish observance, text study, and language. For nearly 60 years, The Leffell School has instilled in its graduates the confidence to navigate life's journey with a strong moral compass and to apply their passions, knowledge, and skills to the betterment of the Jewish people, the United States, Israel, and the world.

The Leffell School enrolls approximately 855 students. The school is accredited by NYSAIS. For more information, please visit: <https://www.leffellschool.org/>

The Position

The Leffell School seeks a strategic and experienced Chief Financial Officer to oversee all financial operations while serving as a thought partner to the Head of School. Reporting directly to the Head of School, the CFO will collaborate closely with the senior administrative team and Board of Trustees to develop and implement long-range financial strategies aligned with the school's mission and values. The CFO will manage complex financial operations including accounting, budgeting, forecasting, enrollment and tuition assistance management, endowment stewardship, human resources, and compliance.

The ideal CFO will have a minimum of 8 years of senior finance leadership experience, with strong strategic forecasting and multi-year planning skills. This leader will create a positive culture within the Business Office, emphasizing professionalism, customer service, and continuous improvement. The position requires exceptional financial acumen, advanced proficiency with financial systems, and a genuine commitment to supporting colleagues. Experience in independent schools, higher education, or the nonprofit sector is highly beneficial, with strong academic credentials including an MBA and/or related graduate degree in finance preferred. This position offers the opportunity to play a crucial leadership role in a premier K-12 Jewish independent school.

Strategic Financial Leadership

- Develop and maintain a highly collaborative working relationship with the Head of School, serving as a thought partner to ensure alignment of the school's finances with the goals, mission, and values of the school.
- Create and model an effective, positive culture for the Business Office team emphasizing professionalism, clarity, customer service, and competence.
- Evaluate the Business Office structure and team, planning for continual improvement of the efficiency and effectiveness of the departments, as well as mentoring and providing individuals with professional and personal growth.
- Partner closely with the Board of Trustees, Head of School, and Senior Administrative Team to develop and implement long-range financial strategies.
- Serve as the primary liaison to the following board committees: Finance, Audit, Tuition Assistance, Insurance and Investment.
- Drive continuous improvement in financial systems, technology, and processes, seeking innovative solutions and efficiencies.

Financial Management & Oversight

- Direct all financial operations ensuring high accuracy, efficiency, and transparency.
- Oversee day-to-day responsibilities of the Business Office, including accounting, payroll, budgeting, forecasting, reporting, financial compliance, procurement, and asset management.
- Prepare and present clear, concise financial reports and multi-year forecasts that empower leadership, committees, and the board to make informed decisions.
- Oversee billing and receivables for tuition and ancillary programs such as transportation, lunch and afterschool activities.
- Personally prepare and supervise preparation of numerous grant applications for state and private organization grants and coordinate with constituents to plan spending.
- Manage relationships with financial institutions and external auditors, ensuring robust banking, borrowing, investing, and auditing arrangements.
- Maintain appropriate internal controls, ensuring compliance with audits, regulations, and financial best practices.

Enrollment & Tuition Management

- Lead enrollment management including a significant tuition assistance process.
- Lead issuance and tracking of annual enrollment contracts.
- Lead revenue forecasting, tuition pricing, and related strategic and annual planning.

Endowment & Fund Stewardship

- Carefully manage and monitor the \$35 million endowment in conjunction with the investment committee.
- Prepare an annual long-term forecast for the endowment.

Human Resources

- Oversee day-to-day responsibilities of the human resources team (policies/procedures, compliance, risk management and payroll and benefits for 200 employees).
- Manage the salaries and benefits budgets (health insurance, retirement, and other related plans).
- Analyze and evaluate insurance plans and other benefits annually, ensuring competitive and cost-effective offerings.
- Hold overall responsibility for the 403(b) and 457(b) retirement plans, including the 5500 audit.
- Manage relationships with insurance brokers and retirement plan administrators and advisors.
- Review HR materials and communications prior to distribution.
- Assist the HR team in handling complex issues.

Risk Management & Compliance

- Oversee all legal issues and outside counsel relationships. Keep abreast of existing and pending legislation that may affect the school.
- Collaborate with the Chief Operating Officer, Insurance Committee and insurance brokers to maintain comprehensive, cost-effective coverage, including liability, property, casualty, cyber-security, directors and officers, and workers' compensation.
- Anticipate and address potential financial risks, ensuring the school's long-term stability and financial health.

Collaboration & Community Engagement

- Serve as a trusted partner to faculty, staff, and departments, providing user-friendly support, exceptional customer service, and resources that help them excel.
- Provide counsel and develop positive relationships with parents, prospective parents, and tuition assistance applicants.
- Partner with Advancement on the annual report, budgeting, general fundraising, capital campaigns, and related strategic and annual planning.
- Partner with Operations in managing capital budgets and the financial aspects of capital projects and provide analysis and guidance on pricing of ancillary programs such as lunch, transportation and afterschool activities.
- Support divisional Principals on Human Resources, budget and other matters as they arise.

THE IDEAL CANDIDATE

The ideal candidate for the Chief Financial Officer position possesses the following competencies:

Financial Acumen Interpreting and applying understanding of key financial indicators to make better decisions.	Effective Communication Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Stakeholder Focus Building strong stakeholder relationships and delivering targeted solutions.
Situational Adaptability Adapting approach and demeanor in real time to match the shifting demands of different situations.	Strategic Mindset Seeing ahead to future possibilities and translating them into breakthrough strategies.	Operational Insight Applying knowledge of business and the operating environment to advance the organization's goals.

Additional Qualifications

- Proven ability to lead complex financial operations, with skill in strategic forecasting and multi-year planning. Strong academic credentials, including an MBA and/or a related graduate degree in finance preferred.
- Minimum 8 years of experience in a senior accounting or finance leadership role.
- Experience in human resource management, employee benefits (including retirement plans), and payroll procedures.
- Familiarity with nonprofit accounting standards, fundraising systems, and best practices. Background in independent schools, higher education, or nonprofit sectors highly beneficial.
- Experience with a capital campaign and capital build out.
- A reputation for high ethical standards, confidentiality, and accountability.
- Genuine commitment to delivering outstanding customer service to colleagues, supporting their work, and helping them succeed.
- Ability to remain calm flexible, and work effectively under pressure.
- A high degree of organization, resourcefulness, and attention to detail.
- Advanced proficiency with Microsoft Excel and Google Suite spreadsheet functions including pivot tables, complex formulas, and ideally PowerPivot and PowerQuery.
- Blackbaud FE NXT and ADP Workforce Now experience preferred.

COMPENSATION AND BENEFITS

Salary

\$180,000 - \$220,000

Benefits

- Generously subsidized health insurance.
- Dental, vision, long-term and short-term disability, accident, and critical illness insurance offered.
- Flexible Spending Account available.
- TIAA-CREF retirement plan with 2% employer match after 2 years of employment.
- Ample paid time off including multiple Jewish and secular holidays.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by April.

Sterling Nelson
Talent Consultant
snelson@drgtalent.com

Tani Weissman
Partner
tweissman@drgtalent.com

[Submit an application](#)