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POSITION PROFILE

NOW HIRING

Chief Financial & Administrative Officer

Minneapolis, MN | On-Site | Full-Time
$180,000 – $205,000

SUMMIT ACADEMY OIC

LIFE CHANGING OPPORTUNITY

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CONTACT
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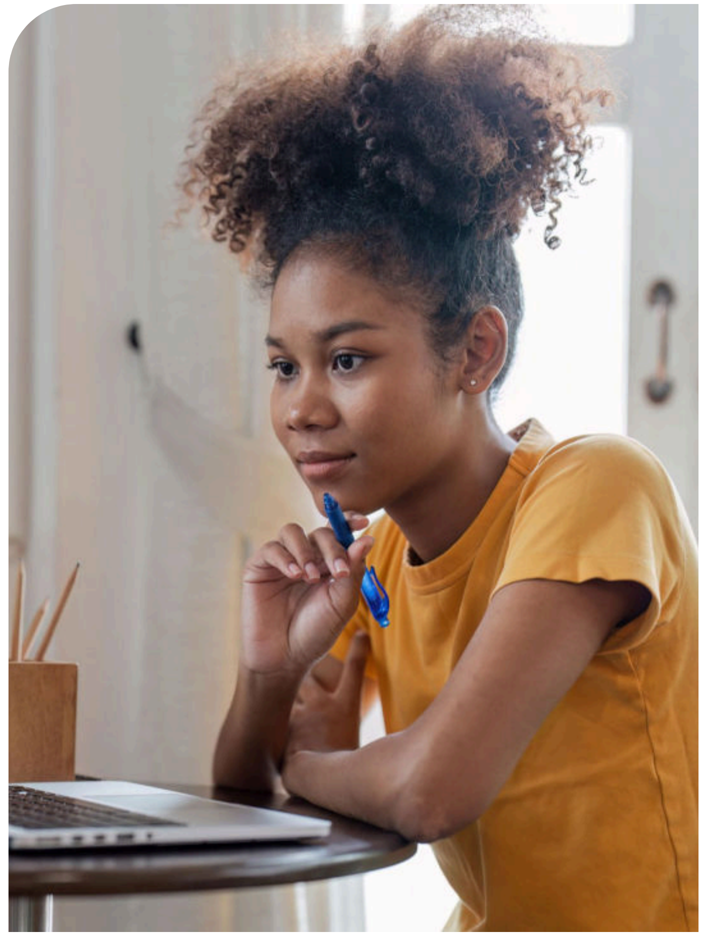
Summit Academy OIC.

LIFE CHANGING OPPORTUNITY.

Summit Academy OIC (SAOIC) prepares students for meaningful careers through postsecondary career training, combining rigorous instruction with the financial aid access that makes that training possible for the students who need it most.

The organization's finance and administration function has recently been redesigned, and the incoming CFAO will build on that foundation — developing directors, standardizing procedures, and reducing key-person dependency across a lean team of roughly 9–10 staff.

This role sits at the center of Summit's ability to deliver on its mission: it is the seat accountable for ensuring that funding — from Title IV aid to grants and restricted contributions — is stewarded with the rigor and transparency that both regulators and students depend on.



"Serving adult learners and communities historically underserved by education and economic systems."

OUR MISSION

Summit Academy OIC is a mission-driven organization committed to student success, program impact, and organizational sustainability — serving adult learners and communities historically underserved by education and economic systems.

The Opportunity.

A RARE MANDATE. A LASTING IMPACT.

kpCompanies is honored to partner with Summit Academy OIC (SAOIC) to identify its next Chief Financial & Administrative Officer (CFAO) — a senior executive who will build a durable financial platform supporting student success, program impact, and organizational sustainability.

This is a rare mandate: elevate a recently redesigned finance and administration function, deepen the discipline of forecasting and controls, and ensure Summit's federal Title IV and state financial aid stewardship is airtight — all while staying close enough to the work to roll up sleeves during close, forecasting, and audit cycles.

The CFAO will lead Finance, FP&A, IT, and Facilities today, and Strategy once that role is hired, reporting directly to the President & CEO and partnering closely with the Board and cost center leaders across the organization.

This is a chance to shape the financial infrastructure behind an organization whose work changes lives — bringing structure, rigor, and sustainability to a mission that depends on it.

WHY THIS ROLE MATTERS

Summit Academy OIC is asking its next CFAO to do two things at once: mature a finance function that has been recently redesigned, and ensure that maturity translates into forecasting discipline, clean audits, and confident financial stewardship of the federal and state aid dollars that make students' educations possible.

This is a foundational hire. The decisions made in the first year — how controls are strengthened, how cost center leaders are brought into financial ownership, how Title IV and MN State Grant compliance is safeguarded — will shape Summit's financial trajectory for years to come.

Stronger students. Stronger communities. A stronger tomorrow.

The Role.

STRATEGIC LEADERSHIP. OPERATIONAL IMPACT.

The CFAO will directly supervise the Senior Director of IT, Director of Forecasting, Planning & Analysis, Director of Facilities, and Comptroller, with the Director of Strategy joining the team once hired — providing leadership for approximately 9–10 total staff across Finance and Administration.

Day to day, this leader will set the vision, operating rhythm, and performance expectations for the function; lead enterprise budgeting, multi-year planning, and rolling forecasts; and ensure accurate, timely accounting, close, and reporting. They will maintain strong internal controls and compliance with GAAP and FASB standards, lead the external audit and Single Audit relationship, and provide executive-level oversight of Title IV and Minnesota State Grant compliance.

Beyond finance, this person will oversee IT strategy, cybersecurity, and facilities planning, and will partner closely with the President & CEO, Board, and every cost center leader to build a culture of financial ownership and accountability across the organization.

THE TEAM

Direct reports — approximately 9–10 staff across Finance and Administration

Senior Director of IT	Director of Forecasting, Planning & Analysis	Director of Facilities	Comptroller	Director of Strategy (once hired)

FIRST-YEAR LEADERSHIP PRIORITIES

01 Elevate the Office of Finance & Administration into a disciplined, service-oriented operation with strong controls and reliable forecasting

02 Provide executive oversight of federal Title IV and Minnesota State Grant financial aid compliance and audit readiness

03 Lead enterprise financial strategy, budgeting, rolling forecasts, and scenario planning to guide long-term sustainability

04 Strengthen internal controls, procurement, and lead external audit and Single Audit readiness

05 Provide executive oversight of IT, cybersecurity, facilities, and capital planning, and integrate Strategy once that function is hired

Key Responsibilities.

A BROAD PORTFOLIO. A CLEAR IMPACT.

The CFAO will oversee a range of critical functions, with an emphasis on financial strategy, compliance, and operational excellence.

25%

Elevate the Office of Finance & Administration

- Set the vision, operating rhythm, priorities, and performance expectations for Finance and Administration
- Directly supervise the Sr. Director of IT, Director of FP&A, Director of Facilities, Comptroller, and, once hired, Director of Strategy
- Assess finance capabilities, close gaps, standardize procedures, and reduce key-person dependency
- Remain close to day-to-day operations, providing hands-on support during close, forecasting, and audit cycles

25%

Financial Strategy, Planning & Performance

- Lead enterprise financial strategy, annual budgeting, multi-year planning, rolling forecasts, cash flow projections, and scenario analysis
- Build a forward-looking forecasting discipline connecting funding changes to sustainability actions
- Partner with cost center leaders to establish financial goals, interpret variances, and build ownership of financial performance
- Develop executive and Board reporting, dashboards, and financial narratives linking dollars to mission impact

20%

Accounting, Controls, Audit & Risk

- Ensure accurate, timely accounting, month-end/year-end close, and financial reporting
- Maintain strong internal controls, financial policies, procurement practices, and GAAP/FASB compliance
- Lead external audit relationships, the annual financial statement audit, Single Audit, and corrective-action follow-through
- Oversee banking, cash, investments, insurance, risk management, and major contracts

20%

Student Financial Aid & Funding Compliance

- Provide executive-level oversight of federal Title IV financial aid controls, reconciliation, and audit readiness
- Provide oversight of Minnesota State Grant and other state financial aid requirements
- Partner with program, enrollment, and student services leaders to balance compliance and student access
- Oversee financial requirements for government grants, contracts, restricted contributions, and philanthropic funding

10%

Technology, Facilities & Strategy

- Provide executive oversight of IT strategy, cybersecurity, systems reliability, and technology investments
- Oversee facilities strategy, leases, maintenance priorities, and capital improvements
- Integrate Strategy into the portfolio once the Director of Strategy is hired
- Participate actively in enterprise strategic planning and organizational effectiveness initiatives

The Leader We're Seeking.

EXPERIENCED. PRINCIPLED. MISSION ALIGNED.

The ideal candidate brings postsecondary financial aid expertise, strong executive presence, and the patience and practicality to work alongside a lean team — someone equally comfortable setting enterprise financial strategy and getting into the details when the moment calls for it.

We recognize there is no single path to becoming an exceptional candidate. People bring different combinations of education, professional experience, community leadership, and lived experience.

If your background does not perfectly match every qualification below, but you believe your experience has prepared you to succeed in this role, we encourage you to apply. We value transferable skills, curiosity, and a demonstrated commitment to strengthening communities.

WE'RE LOOKING FOR SOMEONE WHO HAS:

- Ten or more years of progressive finance/accounting experience, including at least five years leading teams or functions at a senior level
- Substantive experience with federal Title IV financial aid in higher education, postsecondary career training, or another eligible institution
- Proven success strengthening or rebuilding finance operations, controls, procedures, reporting, and team capability
- Advanced experience in budgeting, forecasting, scenario planning, and advising cost center or business leaders
- Experience presenting financial information and recommendations to executive leadership and/or Boards
- Deep knowledge of GAAP, FASB standards, nonprofit financial management, internal controls, and cash management
- Demonstrated ability to move fluidly between executive strategy and hands-on execution

ADDITIONAL REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Business, or a related field
- Strong working knowledge of federal Title IV student financial aid regulations and compliance
- Ability to interpret and operationalize evolving regulatory requirements
- Exceptional judgment, integrity, communication, and collaboration skills

HELPFUL, BUT NOT REQUIRED

- CPA and/or MBA or other relevant advanced degree
- Leadership experience in higher education, career and technical education, workforce development, or a mission-driven education organization
- Knowledge of Minnesota State Grant and Minnesota Office of Higher Education requirements
- Three or more years of nonprofit financial leadership experience
- Experience with government grants, restricted funding, philanthropy, foundations, donations, and development partnerships
- Experience overseeing multiple administrative functions such as IT, facilities, strategy, risk, or business operations

The Opportunity at a Glance.

KEY DETAILS.

ROLE	Chief Financial & Administrative Officer
REPORTS TO	President & CEO
LOCATION	Minneapolis, Minnesota
WORK MODEL	On-Site
EMPLOYMENT TYPE	Full-Time · Exempt · Permanent
COMPENSATION	$180,000–$205,000, commensurate with experience, plus a comprehensive benefits package
TEAM	Approximately 9–10 staff across Finance and Administration

COMPENSATION & BENEFITS

We believe compensation conversations should be transparent and equitable. We encourage qualified candidates to apply even if their current compensation differs from the posted range, as total compensation — including benefits, flexibility, and professional growth opportunities — can be an important part of the conversation. Questions regarding compensation are always welcome.

EQUAL OPPORTUNITY EMPLOYER

The Summit Academy OIC (SAOIC) and kpCompanies are proud equal opportunity employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, ancestry, sex, pregnancy, gender identity or expression, sexual orientation, age, disability, genetic information, marital status, military or veteran status, citizenship status, or any other characteristic protected by applicable law.

YOUR SEARCH PARTNER: kpCompanies

kpCompanies is honored to partner with Summit Academy OIC to identify its next Chief Financial & Administrative Officer. All inquiries and submissions will be handled with the utmost confidentiality.

Miquel McMoore
Founder & CEO
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Financial Leadership *for* Brighter Futures.

Your next chapter could start here.

This is more than a leadership role. It's an opportunity to help strengthen the financial foundation behind Summit Academy OIC's mission and create greater opportunity for students, families, and communities across the Twin Cities.

READY TO EXPLORE THE OPPORTUNITY?

Please submit your cover letter and résumé through the application link. Applications will be reviewed as they are received, and early applications are encouraged.

ABOUT THIS SEARCH

kpCompanies is partnering with Summit Academy OIC to identify its next Chief Financial & Administrative Officer, a strategic and collaborative leader who will advance the organization's mission through strong financial stewardship, operational excellence, and a commitment to equity and opportunity.

We are excited to support Summit in this important search and look forward to connecting with mission-driven leaders who are ready to make a meaningful impact. All inquiries and submissions will be handled with the utmost confidentiality.

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