



LUTHER CLASSICAL COLLEGE

2300 Hickory St • Casper, WY 82604 • (307) 216-5294

Job Title: Chief Financial Officer (CFO)

Synopsis: Luther Classical College seeks a Chief Financial Officer to join the organization's growing administration and actively lead the Finance and Facilities Department as the College prepares to welcome its first cohort of students in Fall 2025. This role includes active management and/or oversight of budgets, investments, financial planning, employee payroll & benefits, tax compliance, financial statement preparation, and bookkeeping, among other duties.

Start Date: As soon as practical under mutual agreement.

Location: Remote work may suffice through ca. Summer 2024; thereafter, a regular presence in Casper, Wyoming, will be required.

Reports to: President

Compensation: Compensation is commensurate with education and experience, with a competitive benefits program for full-time employment.

Time Commitment: This position is full-time.

Travel Required: Regular travel will not be required.

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Job Description:

As chair of the Finance and Facilities Department, the Chief Financial Officer is accountable for the management of the College's funds, facilities, budgets, investments, and employee payroll & benefits. The CFO helps guide financial planning activities of the College and is the direct supervisor of the Business Manager and Bookkeeper.

Minimum Qualifications:

- A member in good standing of a Lutheran Church—Missouri Synod congregation who is committed to the mission of Luther Classical College.
- Master's Degree; or, Bachelor's Degree plus 5 years of applicable experience in accounting, financial planning, business management, or another pertinent field, including prior accomplishments in project management and strategic planning.
- Superior interpersonal skills, relational intelligence, writing, speaking, and presentation skills.
- Ability to thrive in a fast paced, mission-driven, start-up team environment.
- Strong skills experience in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Strong skills experience in QuickBooks, NetSuite, or other accounting software.
- Willing flexibility to meet the changing needs of a fast-paced and rapidly growing organization.
- Possess a valid U.S. driver's license.
- U.S. Citizen

Additional Desired Skills/Experience:

- Experience in/exposure to classical education strongly preferred.
- Previous or current licensure as a CPA, CMA, CFP, or CFA.
- Financial management or related experience within an academic institution.
- Familiarity with accounting and financial best practices for tax compliance and financial reporting.
- Previous experience managing investment portfolios.

Duties/Responsibilities:

- Support *Institutional Objective 3*: “To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and the living examples of faculty, staff, and administrators.”
- Maintain relationships with President, Board of Regents, faculty, and staff.
- Develop and execute strategies for promoting the financial health and prosperity of Luther Classical College.
- Maintain clear and accurate records/accounts using accounting software and other necessary tools.
- Oversee Finance & Facilities staff in the implementation of financial plans and policies.
- Develop and monitor the operational budget for the College.
- Collaborate with faculty and staff in the development of departmental budgets.
- Ensure expenditures align with the College's purposes and policies.
- Maintain financial records in accordance with state and federal laws.
- Develop and update financial governance policies and procedures as necessary.
- Provide monthly, quarterly, and annual financial reports for review by the President.
- Supply the President and Board of Regents with accurate information so they can make informed decisions on matters of finance.
- Manage the College's investment strategy and any investment accounts.

- Oversee development and management of employee benefits programs.
- Ensure accuracy of employee payrolls in collaboration with the Bookkeeper.
- Ability to prepare and review financial statements and tax returns for accuracy.
- Manage relationships with outside vendors and consultants.
- Ensure the College maintains adequate insurance coverage for liabilities and assets.
- Collaborate with Advancement staff regarding fundraising activities and results.

Criteria for Success:

The successful candidate will:

- Be familiar with and passionately support the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Possess prior experience in project management and strategic planning.
- Help the College minimize financial risk.
- Display strong ability and leadership in the management of the College's finances and facilities.
- Responsibly manage the funds and assets of the College.
- Inspire trust and confidence in the accuracy of the College's financial records and reports.
- Demonstrate an achievement-oriented personality, with a great deal of stamina to work hard and take satisfaction from being productive.

Application Instructions:

1. Applications will be considered in the order received and held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. Please send a cover letter and curriculum vitae or résumé to:

William Gottwalt
 Business Manager
 Luther Classical College
 2300 Hickory St.
 Casper, WY 82604
 307-216-5294
william.gottwalt@lutherclassical.org

Rev. 03/13/2024