Shanghai American School (SAS) seeks a Chief Financial Officer/Chief Business Officer (CFO/CBO) to oversee the financial and operational aspects of a large and complex institution. SAS is the largest international school in China, enrolling over 2,700 students of more than 40 nationalities. With an operating budget of more than $110 million, 360 faculty members, and two campuses, SAS is a challenging school environment calling for exceptional senior leadership. The School wishes to find a collaborative leader with excellent analytical and organizational skills. This is an exciting opportunity to assume oversight of many major, non-academic aspects of SAS.

The School

Established in 1912 and one of the oldest international schools in the world, Shanghai American School continues a long legacy of educational excellence serving Shanghai’s expatriate community with an extraordinary array of educational programs and extracurricular activities. Already outstanding educational opportunities are constantly enhanced in this self-reflective culture. SAS offers its students a comprehensive educational program from pre-Kindergarten through grade 12 on two state-of-the-art campuses. Educational technology, libraries, laboratories, playing fields, and other learning resources are among the best in the world. Located on both sides of the sprawling city of Shanghai, the two SAS campuses serve as educational and cultural centers for much of the expatriate community in Shanghai. Since 1993 growth and enrollment have been dramatic, driven mostly by the rapid increase in Shanghai’s expatriate business community.

Shanghai American School has a long history in China’s largest metropolis. When SAS first opened its doors, on September 17, 1912, the School boasted 38 students. By the 1920s, SAS had attracted over 500 students in grades Kindergarten through 12th grade. Students came from expatriate missionary, diplomatic, and business families. Many of them went on to distinguished careers in academia, research, medicine, or diplomatic work. SAS closed in 1950, following the change in government in China.

The School reopened in 1980 on the grounds of the US Consulate General. A growing foreign community and expanding foreign business activity quickly drew increased...
enrollment, prompting a move in 1989 to the campus of the Shanghai Number 3 Girls’ Middle School. When that campus became too small, SAS established two temporary or “pit stop” campuses — one in Puxi (the west side of Shanghai), and one in Pudong (the east side of Shanghai). The School purpose-built a Pudong campus at the Shanghai Links Executive Community in 1998, and a Puxi campus in the town of Zhudi in 2000. From 1980 until 1992, the School offered classes through grade 8. In 1992-93, a middle school was established for grades 6-8, and in 1993-94, a 9th grade was added. In 1994-95, grades 10, 11, and 12 were added and SAS began to provide the complete pre-K through 12th grade educational program that thrives today. The School’s growth since then has been tremendous: from approximately 20 students when it reopened in 1980, it has grown to more than 2,789 for the 2017-2018 academic year. The first graduation of high school students in 50 years took place in 1995 with a class of six students. The concept of “one school on two campuses” emerged and was promoted beginning in 2005.

The Pudong and Puxi campuses have evolved into unique academic institutions and both boast university-level facilities specifically built to support a comprehensive curriculum. Classrooms; science labs; facilities for drama, art, and music; and gymnasiums and sports fields are all state-of-the-art, and comparable to the best any international school has to offer. Since then, facilities on both campuses have been continually expanded and improved, and academic programs have kept pace with enrollment in both scope and sophistication. In recent years SAS has invested heavily in extensive technology resources and enhanced the way it is used to support student learning. The School also has a 1:1 Apple laptop program for all middle and high school students, and expanded the use of digital media resources in all three divisions.

SAS is proud of its unique history and its broad community of accomplished alumni who have made a difference in every corner of the world. Alumni events are held in New York, Shanghai, and other locations annually by the development and alumni relations department. For more information, please visit the School’s website, www.saschina.org.

SAS AT A GLANCE

Founded: 1912
Grades: Pre-K – 12
Current enrollment: 2,789
Nationalities in student body: 40
Student-Teacher ratio: 8:1
Faculty: 390
Faculty advanced degrees: 65%
Annual operating budget: $110M
Endowment: $700,000 USD
Indebtedness: $30M
Annual giving, 2016-17: $500,000
CAMPUSES

Puxi Campus: The 29-acre campus in Puxi serves students in pre-Kindergarten through grade 12. The purpose-built facility features separate elementary, middle, and high school buildings, three gymnasiums, music facilities, a cafeteria with separate eating areas for the upper and lower schools and an operations center that houses offices for technology and support services. Well-equipped playground areas supplement extensive athletic facilities for track and field sports, softball, and baseball. There maker spaces, science labs, a library/media center that is currently under major renovations, a Performing Arts Center, the Eagle park playground, and two black box theatres.

Pudong Campus: The 23-acre facility in Pudong serves grades pre-Kindergarten through grade 12. The purpose-built facility features connected elementary, middle, and high school buildings, modern classrooms, design labs, a new high school commons area, science laboratories, project areas and specialized music and art rooms. The cafeteria provides eating facilities for the elementary school while the food court services the middle and high schools. Well-equipped playground areas supplement extensive sports facilities and playing fields, a double gym for middle and high school students and two physical educational facilities for elementary school students. The campus also boasts a Library and Media Center for middle and high school students, two black box theatres, an auditorium, an 8-lane Aquatics Center, and a Performing Arts Center which opened in 2016.

SHANGHAI, CHINA

At the mouth of the Yangtze River Delta in eastern China, Shanghai is halfway between Beijing and Hong Kong. Shanghai is the largest city in China with a population of 24.7 million in 2017, making it the most populous city in the world. Shanghai has experienced unprecedented double-digit growth.
since the 1990s, and has been named one of the fastest developing cities in the world. A global city and major financial center, Shanghai is also one of the primary industrial centers of China. The world’s busiest containership port is Shanghai Port. A cosmopolitan metropolis with a rich history dating back over a thousand years, Shanghai offers distinctive architecture, including the second tallest building in the world, cultural attractions including many of China’s finest museums and more than 30 colleges and universities. More than 150,000 foreigners live in Shanghai.

COMMUNITY

Shanghai American School describes itself as an “international community” — not simply because the students come from a variety of countries or that the School is physically located in China, but because the School community strives to develop broad-minded young people who will develop their talents to make a positive difference in the global community. Parents, students, and teachers draw upon their unique backgrounds to focus on this shared mission of inspiring each other and contributing substantively to the world.

The School has exceptional faculty and staff. The average faculty tenure is 5.9 years. The majority of the more than 360 teachers are from the U.S. and Canada. Over 70% of the teachers hold a master’s degree. The School’s staff includes 19 counselors and two school psychologists. The senior administrative team includes the Head of School, two Deputy Head of Schools, a Deputy for Educational Programs and Student Learning, a Chief Financial Officer/Chief Business Officer, six Principals, and Directors of Technology, Admissions, Human Resources, Marketing and Communication, and Development. The faculty and staff work hard to keep ahead of the changing demands of 21st century education, by providing the technology, creative teaching, and opportunities for real life and service learning that take students beyond the classroom walls and into the global community they inhabit.
Governance

The School is owned by the SAS Parent Association and is governed by a Board of Trustees elected from and by the parents of the School. As a nonprofit institution governed by parents, Shanghai American School has the autonomy and flexibility to chart a bold mission.

Strengths of the School

School Community
- The people – a truly international community
- Strong sense of community: inclusive and welcoming
- Students and families love the School
- Involved, supportive parent community

Curriculum and Programs
- Driven by mission and core values
- Strong, varied academic program based on American curriculum
- Strong extra-curricular program
- IB and AP programs
- Impressive college counseling and placement record
- Well-established outreach programs and community service

Faculty, Staff, and Administration
- Innovative, experienced, hard working
- Students encouraged to explore new learning and apply what is learned
The Search Group | Carney, Sandoe & Associates search@carneysandoe.com | www.carneysandoe.com

Additional
• Outstanding facilities and resources
• Strong link with American Consulate
• Shanghai – a dynamic and cosmopolitan city

THE CHIEF FINANCIAL OFFICER/CHIEF BUSINESS OFFICER

SAS seeks a Chief Financial Officer/Chief Business Officer who will form a working partnership with the Head of School and various Board members and help support the Mission, Core Values, and Strategic Plan. He/she will perform a broad range of supervisory responsibilities, exercise sound judgment, and work collaboratively with other departments and managers. Reporting to the Head of School, the CFO/CBO is responsible for two major administrative functions: financial services and business/operational services.

Financial responsibilities include:
• Long-range and strategic financial planning to support the vision of the School
• Direction and coordination of all activities relating to financial services, accounting, fiscal reporting, forecasting, payroll, development of budget process, and budget management strategies
• Cash management
• Investment policy development and review, investment strategies, and other financial responsibilities as assigned

Business/operational responsibilities include:
• Purchasing
• Support services
• Safety and Security
• Operational campus management and all associated operational responsibilities which support the overall SAS community
• Operational Risk Management

**CORE RESPONSIBILITIES**

The Chief Financial Officer/Chief Business Officer is responsible for the financial control and accountability of funds from all sources and is responsible for two major administrative functions: financial services and business/operational services. In exercising oversight capacity, the CFO/CBO works to develop and implement strategies to ensure quality services and cost efficiency in these two functional areas.

The financial responsibilities include long range and strategic financial planning to support the vision of the School as well as direction and coordination of all activities relating to financial services: accounting, payroll, fiscal reporting, forecasting, development and management of budget, cash and investment management, internal and external audit, tax administration, legal advisory support and government relations, support for related corporate parties such as trust fund, parent investor and sponsor entities, and all other financial responsibilities as assigned.

The business/operational responsibilities include oversight of the following areas: purchasing of services as well as overseas and local goods, facilities and grounds management, support services (such as transportation, food, housing, and logistics services), risk management (health, safety and security services, insurance, travel services), and all other associated operational responsibilities which support the SAS community.
The CFO/CBO is expected to provide training, supervision, guidance, and support, by way of systematic approaches to formal and informal professional development, of personnel under his/her supervision. The CFO/CBO is expected to analyze individual and department performance and to develop approaches to improve the level of service for all areas of his/her responsibility.

The CFO/CBO serves as an administrative member of the general leadership team, as directed by the Head of School.

Specific performance responsibilities include:

• Manages the following departments/services:
  o Finance Office
  o Purchasing Office
  o Facility Management
  o Support Services Offices (including Transportation, Food, Logistics, Housing)
  o Risk Management (including Health & Safety, Security, Insurance, and Travel Services)
  o Business Services (including Government Relations/Legal Advisor)

• Sets forth desired objectives, develops procedures, and proposes changes in existing methods.

• Plans, organizes, and directs fiscal management and control functions, for meeting both short term and long-term objectives, by way of the annual budget and multi-year strategic master plans. Oversees the preparation of the annual update to the 3-Year Facilities Capital Projects plan and the Facilities Master Plan, along with their execution.

• Directs the planning, organization, and implementation of overall strategies and procedures for cash and investment management, collections, disbursements (local and foreign), tax administration, and debt management.

• Directs the planning, organization, and implementation of overall strategies and procedures for procurement, including vendor validation, contract negotiation, financing, receiving, warehousing,
inventorying, consolidation, shipping and receiving of goods and/or services. Supervises negotiations for and contracting of externally provided services such as transportation, food, security, and grounds keeping services and housing rentals.

- In the area of Fiscal Accounting and Financial Reporting, provides organizational structure, procedures, monitoring and appraisal of fiscal systems, inclusive of internal controls review and multiple annual external audits; keeps the Head of School informed on financial conditions and prepares monthly and annual financial reports.
- Directs and participates in management studies and reports on complex financial analyses and organizational and administrative policies.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Serves as lead administrator for the Finance, Audit, and Facilities Committees of the Board.

**Desired Experience and Characteristics**

Specific requirements and/or preferences include:
- A minimum of five years’ experience in a senior financial management role, preferably inclusive of operations management. Experience in international educational sector is highly preferred.
- Master’s Degree in Accounting, Finance, or Business Management. CPA designation preferred
- Expertise in using current financial and accounting computer applications and data and information management systems
- Excellent verbal, analytical, organizational and written skills
- Demonstrated knowledge of strategic thinking and planning
- Fluency in English required. Fluency in Chinese desired, but not required.
- Demonstrated ability to inspire and lead others, from ideation to implementation
• Demonstrated history of managing a broad range of supervisory responsibilities over others
• Expertise in using current financial and accounting software, inclusive of robust reporting
• Demonstrated experience in finance administration and accounting principles and practices
• Experience with risk management and insurance portfolio management
• Knowledge in purchasing and materials management
• Ability to integrate information and data management systems

In addition, the successful candidate will demonstrate or possess:
• A commitment to fully support the Mission, Core Values, and Strategic Plan
• Experience working with an administrative team, a Board, and a community to develop strong and effective financial and operational policies and procedures
• Effective interpersonal skills and comfort with all constituencies and cultures
• Significant and successful administrative experience in a school business operation is preferred
• Strong communication and listening skills
• Willingness to embrace the culture of Shanghai and China
• Experience in dealing with governmental and legal issues

COMPENSATION

Shanghai American School offers a highly competitive salary and benefits package that is designed to attract and retain suitably qualified professionals who are passionate about the School’s mission and willing to make a long-term commitment to the School.

TO APPLY

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

• Cover letter expressing interest in the Shanghai American School CFO/CBO position
• A current résumé
• A list of five (5) professional references with name, phone number, and email address of each to (references will not be contacted without the candidate’s prior permission):

  **Greg Britton**  
  Senior Consultant  
  greg.britton@carneysandoe.com

  **John Clark**  
  Senior Consultant  
  john.clark@carneysandoe.com