

AUGUSTE
ESCOFFIER®
SCHOOL OF CULINARY ARTS



Position Profile
Chief Financial Officer
February 2018



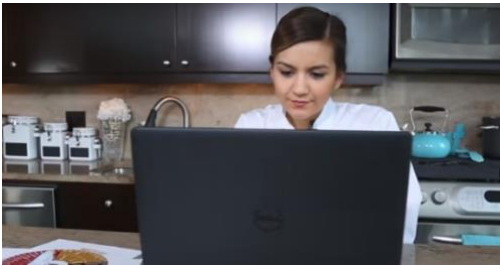
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About Escoffier School of Culinary Arts

Escoffier School of Culinary Arts is a privately-owned culinary arts school that empowers diverse students to achieve their potential in the French inspired culinary and pastry arts. Escoffier is both a college and an educational technology company, disrupting the norms of culinary education by offering innovative, accelerated, and affordable alternatives to traditional ground-based culinary education. Escoffier offers the only accredited online culinary program in the marketplace. Escoffier works directly with employers including Disney, Marriot, Thomas Keller Group, and Sodexo.

Auguste Escoffier's Philosophy

The lineage of finely-trained chefs can be traced to the disciplined skills and techniques of Auguste Escoffier, the legendary French chef known as the visionary patriarch of modern cooking and the namesake of the school.



Nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET) and Council on Occupational Education (COE), Escoffier is a Title-IV eligible institution based in Hoffman Estates, IL with two ground campuses (Boulder, CO and Austin, TX).

Escoffier has 62 farm-to-table partners, \$1 million in scholarships and grants, and is listed in the top 21 Best Culinary Schools in America by FSR Magazine.

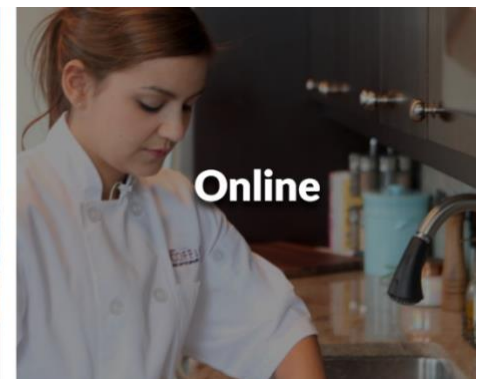
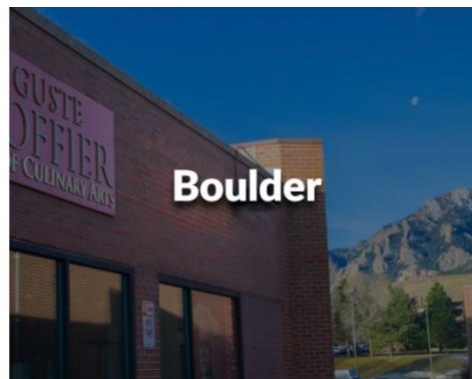
Instructors are industry experienced chefs who have owned restaurants, cooked in top kitchens, and much more.

In addition, Escoffier is actively involved in the community. It is well known that for as much as Auguste Escoffier fed the rich, royal, and famous, he also fed the poor, sick, and hungry. Community outreach was a large part of his philosophy, and in return, it is a large part of Escoffier. From its sustainability-centered curriculum to its involvement in local charities in the Boulder, CO and Austin, TX areas, the institution's civic outreach is fundamental to the culture of Escoffier. Read more: <https://www.escoffier.edu/about/escoffier-in-the-community/>

Auguste Escoffier School of Culinary Arts students are trained to understand where their food comes from and to develop respect for local resources and sustainable practices. Graduates enter the workforce with a balance of practical skills, humility and dependability.

To learn more about Escoffier School of Culinary Arts: <https://www.escoffier.edu/about/>

This position is based in Hoffman Estates, Illinois, a suburb of Chicago. Relocation is provided.



The Opportunity

Escoffier School of Culinary Arts is seeking a Chief Financial Officer (CFO) to continue its positive trajectory. Reporting directly to the CEO, the CFO will serve as a key leader in this growing and innovative organization. This is an opportunity to join a company committed to growth. The next five years will be a time of change and hard work – and fun (including twice-annual trips as a team to the South of France). The new CEO is building a capable team of leaders to stabilize enrollment at the two ground campuses, build enrollment online, and develop and execute additional strategies for growth. The CFO will professionalize and build the finance function while serving as a key partner to the CEO.

The Primary Duties of the CFO include:

- Act as Chief Financial Officer and strategic business partner to CEO, board, and senior executive leadership team. Serve as a key member of executive leadership team.
- Assess and evaluate financial performance of organization with regard to long-term operational goals, budgets, and forecasts.
- Provide insight and recommendations to both short-term and long-term growth plan of organization.
- Identify, acquire, and implement systems and software to provide critical financial and operational information.
- Evaluate departments and make suggestions for automating processes and increasing working efficiency.
- Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
- Recruit, interview, and hire finance, accounting, financial aid, and payroll staff as required.

Financial Analysis, Budgeting and Forecasting:

- Prepare and present monthly financial budgeting reports including monthly profit and loss, forecast vs. budget by division, and weekly cash flow by division.
- Review and analyze monthly financial results and provide recommendations.
- Identify, develop, and execute analysis of business initiatives, product launches and/or new service offerings.
- Develop and maintain monthly operating budget and annual company operating budget.
- Manage financial planning and analysis. Supervise creation of reports, software implementation and tools for budgeting and forecasting.

Accounting, General Ledger, Administration and Operations:

- Supervise the accounting function to ensure the proper functioning of all systems, databases, and financial software. Provide regular maintenance and backup of all accounting systems and supervise company financial staff.
- Review and ensure application of appropriate internal controls, compliance, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data for federal agencies, accreditors, investors, and other stakeholders.
- Oversee the preparation and timely filing of all local, state, and federal tax returns.
- Ensure compliance regarding all financial functions.
- Oversee the month-end close process.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.
- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.

Financial Management:

- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments, and asset management area.
- Explore new investment opportunities and provide recommendations on potential returns and risks.
- Maintain banking relationships.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.
- Represent company to banks, financial partners, institutions, investors, public auditors, and officials.
- Remain current on audit best practices as well as state, federal, and local laws regarding company operations.

Qualifications

- Bachelor's Degree in Accounting or Finance. CPA Preferred. MBA or closely-related advanced degree preferred.
- Background in online education or educational technology highly preferred.
- Background in private equity a plus.
- Experience as a CFO or senior-level finance executive, preferably in an innovative, fast-moving company.
- 10+ years total accounting or finance experience.
- Knowledge and understanding of GAAP and other relevant compliance issues.
- Outstanding communication and presentation skills.
- Demonstrated leadership ability, confidence, and executive presence – ability to motivate staff and work effectively with a CEO and investors.
- Excellent analytical, reasoning and problem-solving skills.
- Experience working with external auditors, internal controls and finance compliance-related issues.

To Apply

Confidential review of applications will begin immediately and are welcomed until the position is filled. Applications should include a resume along with a cover letter outlining your interest in and suitability for this position.

To apply online, click here:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=10392265&portalID=5652>

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Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Oregon, California, Arizona, New York, and North Carolina.

Hoffman Estates and Greater Chicago, Illinois

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.



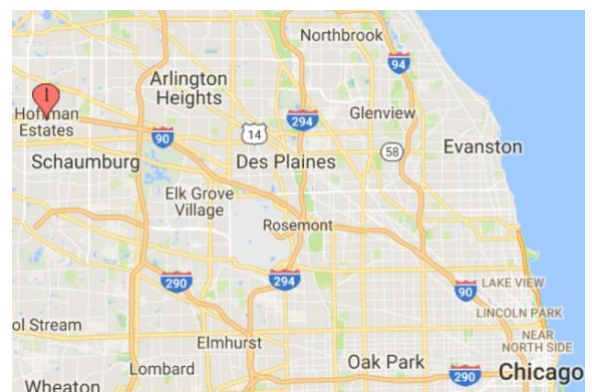
Chicago is also a travel hub, which means it's easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O'Hare International Airport, the world's third busiest airport, on the far northwest side.

Hoffman Estates is a northwestern suburb of Chicago

Chicago is notorious for all of its amazing neighborhoods and pockets of eclectic communities. Just 40 minutes from the heart of Chicago, Hoffman Estates is within reach of what the big city offers but stands on its own as well. The village is made up of a diverse community that enjoys over 4,000 acres of forest preserves full of hiking and bike trails, a significant corporate and business presence anchored by Sears Holdings Corporation and AT&T, an award-winning educational system, and a burgeoning entertainment and tourism industry.



There's plenty to do in Hoffman Estates, particularly in the rapidly growing Entertainment District, which attracts tourists from across the Midwest to the state-of-the-art Sears Centre Arena where major talents like Carrie Underwood and Billy Joel perform as well as various sports teams. The hospitality industry offers a wide variety of first-class restaurants and several shopping facilities. Companies locate to Hoffman Estates due to the skilled and available workforce, major highway and interstate access, great schools and a unique quality of life for workers.



For additional information on Hoffman Estates and Chicago, IL, visit:

<http://www.choosechicago.com/>

<https://www.cityofchicago.org/city/en.html>

<http://www.hoffmanestates.org/home>

<http://www.visithoffman.com/About.aspx>