



## Director of Finance

### THE ORGANIZATION:

The Center for Early Education, a socio-economically and culturally diverse independent school for children, toddlers through grade six, strives to graduate students who are joyful, resilient, life-long learners. The Center embraces a philosophy of education that combines a nurturing, inclusive learning environment with an increasingly challenging academic program that addresses the developmental needs of each child. The Center for Early Education is a nationally-recognized leader in early childhood and elementary education. Teachers and administrators frequently speak at regional and national conferences. Several serve on the boards of trustees of other educational and community organizations.

The Center strongly believes in helping to nurture professional growth in its faculty and staff. Each year, CEE funds school-wide and individually selected professional development programs for faculty and staff so that they can continue to learn and grow. In addition, world-class experts regularly visit campus to give talks and lectures to members of the campus community. Today, about 540 students attend CEE. Over 100 faculty and staff members comprise a highly qualified professional team committed to serving the entire community of the school. Located on just over an acre in West Hollywood, CA, The Center has an urban campus, adjacent to the cities of Los Angeles and Beverly Hills. Three instructional buildings, two with rooftop playgrounds, a central courtyard, three ground-level play yards and underground parking are designed to foster a feeling of homey intimacy at the foot of the scenic Hollywood Hills and within the surrounding, vibrant design-centered neighborhood. The campus is currently undergoing a major transformation that will fully equip CEE for the future.

### THE OPPORTUNITY/ATTRACTIONS:

- Opportunity to work with an Organization that has thrived in its ability to change with the times and trends in early education but whose guideposts remain grounded in the founders' respect for the inner world of a child. New ideas are encouraged.
- Opportunity to make a significant contribution to the Organization's current and future success by bringing your best practices in leading a finance function, forecasting & planning, financing and accounting oversight. The work that you do will corollate to strengthening this diverse, joyful, respectful, learning environment.
- Nothing is broken here. This is an opportunity to make an impact by optimizing the organization's recently implemented, fully integrated, robust ERP system, as well as spearheading the shift to transform the Finance function into a true Business Partner.

- Work side by side with a Head of School who is constantly challenging and inspiring the school's leadership to innovate, collaborate and grow. Be part of this energetic and creative community.
- Opportunity to work with an Organization that is financially sound. Your contributions help ensure the Organization will make the best use of their solid financial foundation.

## **THE POSITION:**

The Director of Finance provides leadership, creates overall strategy, and manages the implementation of initiatives designed to build the school's long-term financial stability. Reporting to the Head of School, the Director of Finance oversees The Finance Department and Auxiliary Programs, and staff within those departments. The Director of Finance supervises budgeting, accounting, payables, receivables, treasury, investments, contracts, and insurance, and oversees financial aspects of capital projects. The person in this role will be someone who feels passionately about the mission and who will step into an executive leadership role in the organization, helping to direct organizational strategy and taking responsibility for instilling an inclusive, inspired, and productive culture. The position works with the school finance and audit committees and manages the resources of the school in support of the students and employees, so that they may achieve the highest possible degree of excellence in education.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Finance**

- Prepares annual budget (both operating and non-operating) for submission to the Finance Committee and Board of Trustees.
- Prepares monthly financial reports, cash flow analyses and tax forms on an as needed, daily, monthly, quarterly, and annual basis.
- Manages major income and expense accounts, and the resulting collection, custody, investment and disbursement of Center funds. Monitors overdue accounts and implements collection efforts.
- With the Assistant Head of School for Operations, forecasts costs of employee salary and benefit programs and budgetary implications thereof. Recommends budget parameters to Head of School/Admin Team and Audit Committee.
- Oversees the annual operating and capital budgets (in conjunction with the Assistant Head of School for Operations.)
- Manages Treasury including short-term cash investments, internet banking/Treasury Net, and The Center's banking relationships related to deposit, real estate and bond transactions.
- Provides analysis and reports, and other statistical information, to all Center constituencies.
- Oversees the Annual Audit, IRS 990 Tax Return, CA 199 Tax Return, 5500 Benefit Reporting Return, and tax filings for other investments.
- Acts as liaison with the school's external Investment Advisor on performance reporting and Audit Committee communications; signs approval letters for fund allocations and provides documentation required by Investment Managers.

- Orchestrates tax-exempt bond-related activities with appropriate internal and external parties as needed. Ensures payments are correct and timely, and monitors compliance.
- Initiates sales of gifted stock; prepares documentation for accounting and the Advancement office; verifies trade confirmations and computes market gain/(loss).
- Oversees filing of Notice of Intention with the City of Los Angeles Charitable Service Division by the Director of Events for the Gala, and ensures that the permit is approved and received; submits final Report of Results of Activity as required.

### **Extended Programs**

- Oversees the Director of Auxiliary Programs who is responsible for all After School Programs and The Summer Institute for Kids.
- Reviews summer and After School Program results; recommends ideas for increased revenue generation and reduced costs while maintaining program quality.
- Reviews and signs Summer Institute employment contracts; Approves After School Program and Summer Institute payroll; assists in collections.

### **Management**

- Attends weekly Administrative meetings and regular Board meetings and assigned committees; presents information as requested and appropriate.
- Acts as the Administrative liaison for the Audit and Investment and Finance committees of the Board of Trustees.
- Coordinates and inputs NAIS DASL (Data and Analysis for School Leadership), NBOA and Cal-ISBOA annual survey submissions.
- Participates in NBOA, CAIS, Cal-ISBOA listserves, conferences, etc.

### **Insurance, Risk and Safety**

- Ensures that Certificates of Insurance and proof of Workers' Compensation Insurance required by The Center are on file for all campus users, fundraising events, vendors, and bus companies.
- Assists the Assistant Head of School for Operations, in ensuring The Center's ongoing legal and regulatory compliance.
- Works with insurance broker to ensure good oversight of policies and procedures, and to facilitate annual review and selection of insurance coverage renewals.

### **Financial Aid**

- Serves as The Center's Financial Aid Administrator.
- Develops, with other members of the Financial Aid Committee (FAC), policies and procedures governing the awarding of financial aid and tuition remission.
- Develops online and print communications about financial aid for parents and prepares award letters for families.
- Communicates and meets with parents and employees as requested regarding financial aid applications and submittal of information.

- Makes award recommendations to the FAC.
- Administers mid-year emergency financial aid and inclusion aid.
- Presents financial aid statistics to Board and Committees.
- Monitors Inclusion Aid levels and recommends programmatic adjustments to the FAC.
- Acts as liaison with external processing advisors such as FAST.

**LOCATION:**

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