



**Brentwood School**  
Los Angeles, CA  
**Chief Finance & Operations Officer**  
**January 1, 2018**

Brentwood School in Los Angeles, California, is an independent, coeducational, college-preparatory day school in the Brentwood neighborhood of west Los Angeles. The school, a community of 995 kindergarten through twelfth-grade students and 140 faculty, is situated on two campuses: the West Campus (grades K-6) sits four blocks from the original East Campus (grades 7-12). In its relatively short history of 45 years, Brentwood has grown to be one of the premier independent day schools in California. The school enjoys an exceptionally strong national reputation for a rigorous academic program, combined with a commitment to nurture and support its students both personally and academically. The learning atmosphere is charged by intellectual discovery and marked by a pride in the school that is shared by students, faculty, and parents alike. Brentwood abides by the core values of trust, respect, responsibility, honesty, caring, community, and diversity.

Visitors to Brentwood's two campuses are immediately struck by their beauty and warmth. The setting is a well-integrated blend of old and new buildings, red-tiled roofs, intimate courtyards, ivy-covered walls, and green fields. Situated at the base of the Santa Monica Mountains at the western edge of Los Angeles, the community of Brentwood is gracious and welcoming, with comfortable homes on leafy, well-maintained streets. Nearby neighborhoods and cities include Pacific Palisades, Santa Monica, Westwood, and Bel Air. The UCLA campus is directly east of the school about one mile. The Brentwood area is also home to the Getty Center, one of the world's most comprehensive arts, conservation, and education institutions.



Brentwood's two-acre West Campus facilities include a three-story main classroom building with 15 classrooms, a library, and computer lab. Science, art and music are taught in individual facilities. There is a separate and secured Kindergarten area with a grass area and developmentally appropriate play equipment. Sports facilities include a large athletics field and an outdoor multi-purpose sports court. In addition, the 14,000-square-foot Arts and Athletics Building was completed in 1999.



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Brentwood’s East Campus (Middle and Upper Schools) is situated on 28 acres with Mission-style historic buildings and sustainable landscaping. The two-story Middle School building, including classrooms and the gymnasium, is on the lower section of the hillside campus. The Upper School facilities, including classrooms, laboratory space, a cafeteria, a bookstore, faculty and administrative offices and courtyards, are on the hillside with sweeping views across Los Angeles to the ocean.

Going forward the school has created a 30-year Educational Master Plan that calls for moving the 6<sup>th</sup> grade into the Middle School beginning in the 2019-20 school year. This plan includes a new 73,000 square foot Middle School building followed by a new classroom building on the West Campus. After completion of the new Middle School in 2019 enrollment will increase by approximately 250 students. Programmatically, with this expansion, the school will open the Belldegrun Center for Innovative Leadership in 2018. This is an exciting and transformational time in the school’s history.

Brentwood’s student body is diverse and lively. Students of color comprise 35% of the population in grades 7-12 and 37% of grades K-6. Brentwood is strongly committed to an aggressive financial aid program. The school has budgeted just over \$4 million annually for financial aid and 16% of the students receive assistance. With the school’s close proximity to three major freeways, Brentwood is easily accessible to students from a wide geographical area served by five school bus routes and an extensive carpool system.

**Statement of Purpose**  
***Brentwood School***  
*inspires every student to:*  
*Think critically and creatively.*  
*Act ethically.*  
*Shape a future with meaning.*

Students come to Brentwood School from 90 different zip codes and from over 140 different schools. Brentwood School has always been a community where students and teachers know and care about each other. The closeness and longevity of these relationships is evident in the close ties many teachers still share with alumni/ae. The vibrant faculty draws on a wealth of teaching experiences. Over 53 faculty members have been at Brentwood for 10 or more years.



The child-centered philosophies of learning and teaching, the emphasis on a broad-based and diverse liberal arts curriculum that is connected and sequential between grades and divisions, and the unwavering quest for excellence are all common features of the Brentwood K-12 experience. The school provides a core curriculum that is primarily traditional and classical emphasizing language, communication, mathematical reasoning, and computation. The goal of both curriculum and pedagogy is to foster intellectual curiosity, excitement for learning, and a desire to fulfill individual potential.

## **Chief Finance & Operations Officer**

The Chief Financial Officer (CFO) is a full-time year-round administrative position and reports directly to the Head of School. Major responsibilities of the position are to oversee strategic direction and implementation for the non-academic support functions of the school's operations including human resources, finances, security and construction, insurance and risk management, and systems technology. The CFO is also a member of the Senior Administrative Team. The CFO attends all Board meetings, is the primary staff member responsible on the BOT Finance Committees (Finance, Investment, Audit/Fiduciary) and is a member of the Long Range Planning Committee of the Board.

## **Duties and Responsibilities**

### **Daily Operations**

- Supervise, mentor, and oversee Director of Finance, Director of Facilities, Director of Security, Human Resources Manager, Directors of Information Technology, Director of Summer Programs, and Food Services
- Coordinate timely budget preparation with Head of School, Finance Committee, and Board of Trustees
- Oversee the budget and ensure provision of clear and concise monthly reports to the Head of School, Associate Head, Division Directors, Athletics, Auxiliary Program Directors, and others as needed
- Partner with the Assistant Head of School and Head of School to maintain a strong institutional relationship with the VA and to oversee the accounting and annual audit for the school's lease with the VA
- Report to the Finance Committee and Board of Trustees on a regular basis regarding operating budget and financial aspects of the school; attend Board of Trustee meetings, Audit and Investment Committee meetings, and other subcommittee meetings as required
- Report to the Investment Committee of the Board of Trustees on a regular basis regarding all invested funds in both unrestricted and restricted endowments; monitor real-time allocation of all funds received to the proper investment accounts
- Ensure maintenance of a chart of accounts and overall Fund Accounting system consistent with NAIS and CAIS guidelines
- Oversee accounting and finance policies and procedures as well as internal controls over all receipts (including fund raising) and use and payments of cash
- Ensure that the school complies with all federal, state, and local laws as well as maintaining tax exempt-status on a federal, state, and local level and report the same to the Audit and Finance Committees of the Board
- Review the annual audit to include analysis and reporting to the Head of School, Audit, Committee, Finance Committee, and Board of Trustees
- Develop and maintain a financial planning model in conjunction with the school's Strategic Agenda that projects long range financial needs
- Project annual cash flow needs and invest surplus cash in an appropriate manner
- Evaluate and adjust as needed the system used in the billing and collection of accounts and timely payment of invoices; ensure that dealings with parents and faculty/staff are done in a positive manner
- Evaluate and adjust as needed the system in place for the purchasing of consumable and fixed assets; maintain an inventory system
- Evaluate, assess, and direct the negotiation of employee benefits and property and casualty insurance
- Serve as a liaison with the school's legal counsel



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- Work with Director of Facilities to communicate with architects and builders; obtain competitive bids; make recommendations to the Head of School and appropriate Board committees; monitor contractual work done on buildings and grounds
- Guide the operation of the auxiliary services operations; inform and as necessary negotiate contract for cafeteria services
- Oversee the Director of Summer Programs; manage the oversight of leases, contracts, and other documents for use of campus facilities by off-campus groups
- Provide strong leadership and modeling in support of the school's Statement of Purpose
- Actively participate in organizations with peers from other independent schools and regularly seek out professional development opportunities.

### **Transportation**

- Oversee all use of vehicles and licensing of faculty and staff
- Manage the transportation program including buses and carpools
- Ensure the transportation program meets the requirements of the school's CUP and neighborhood covenants

### **Administrative Support, Strategic Planning, and Accreditation**

- Assist the Head of School and Associate Head of School in mentoring and supporting non-academic leaders across both campuses
- Meet regularly with each direct report and collectively as a department to establish and address key strategic and ground level issues and create action plans to fulfill them
- Manage, in cooperation with the Associate Head of School, Administrative Team, and Human Resources Manager, the evaluation plan for non-academic staff members
- Be familiar with CAIS accreditation standards and ensure the school remains in compliance with the same
- In collaboration with the Assistant Head of School for Advancement, serve as the senior administrative contact for the Parents Association and Eagles
- Attend and/or participate in events pertinent to the Senior Administrative Team and Board of Trustees



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### **Qualifying Characteristics**

- Experience as a CFO, preferably some experience in independent schools and/or non-profit sector
- A Masters Degree in Business and/or CPA certification
- Strategic leadership experience in creating and managing multi-million dollar budgets, bond and other financing vehicles, construction projects, human resources policy, and risk management positioning
- Familiarity with current and applicable business software platforms such as Raisers Edge, Financial Edge and independent school Financial Aid programs
- Knowledge of federal, state, and local laws regarding financial reporting for Independent Schools
- Excellent communication skills, written and oral
- Proven organization and management skills
- A collaborative leadership style
- Courage to make difficult and/or unpopular decisions, when needed
- Capable of building “team” morale and a shared vision
- Adept at conflict resolution
- Excellent listening skills
- A strong work ethic
- A sense of humor

### **To Apply:**

Brentwood School has engaged the services of Carney, Sandoe & Associates to assist in its search for this position. Interested individuals should email a cover letter and resume to and/or contact Managing Associate, Greg Britton: [ggb@carneysandoe.com](mailto:ggb@carneysandoe.com)/617-542-0260. Please do not send your information to the School. *All inquiries are confidential; compensation will be highly competitive.*



Brentwood School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and to seeking a diverse and broad spectrum of qualified candidates. Brentwood School does not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age, or sexual orientation.



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100% of the Brentwood senior class is admitted to four-year colleges. The following is a complete list of college acceptances from the Class of 2016. **Bold** denotes where students matriculated in 2016.

Aalto University  
American University  
**The University of Arizona Bard College**  
**Barnard College**  
Bates College  
Boston College  
**Boston University**  
Brandeis University  
**Brown University**  
Bucknell University  
California Lutheran University  
**California State Polytechnic University Pomona**  
California State University  
Chico California State University  
Dominguez Hills  
California State University, Northridge  
California State University, Sacramento  
**University of California, Berkeley University of California, Davis** University of California, Irvine University of California, Los Angeles  
**University of California, Riverside** University of California, San Diego  
University of California, Santa Barbara  
**University of California, Santa Cruz**  
Case Western Reserve University  
**Chapman University**  
**University of Chicago**  
City University of New York  
Colby College  
Colgate University  
College of William and Mary  
University of Colorado at Boulder  
Connecticut College  
**Cornell University**  
**Dartmouth College**  
**DePaul University**  
Drew University  
**Duke University**  
Durham University  
The University of Edinburgh  
**Emory University**  
Fordham University  
University of Florida  
**University of Kansas**  
Franklin & Marshall College  
**George Washington University**  
**Georgetown University**

Georgia Institute of Technology  
Goucher College  
Hamilton College - NY  
Hawaii Pacific University  
University of Hawaii at Manoa  
University of Hawaii at West Oahu  
Hobart and William Smith Colleges  
Hofstra University  
Univ. of Illinois/Champaign-Urbana  
Indiana University at Bloomington  
**Johns Hopkins University**  
Kenyon College  
King's College London  
Lake Forest College  
University of La Verne  
Loyola Marymount University  
Loyola University Chicago  
Loyola University New Orleans  
**Lycoming College**  
Macalester College  
Maryland Institute College of Art  
University of MD, College Park  
Marymount  
Manhattan College  
University of Massachusetts, Amherst  
**Miami University**  
**Oxford University**  
**University of Miami**  
**University of Michigan**  
**Middlebury College**  
Morehouse College  
University of Nebraska at Lincoln  
The New School - All Divisions  
**New York University**  
**UNC / Chapel Hill**  
**Northeastern University**  
**Northwestern University**  
**Northwestern University**  
University of Notre Dame  
Oberlin College  
Occidental College  
The Ohio State University  
Ohio Wesleyan University  
University of Oregon  
University of the Pacific  
**University of Pennsylvania**  
University of Pittsburgh  
Portland State University

University of Puget Sound  
Purdue University  
University of Redlands  
Reed College  
Rensselaer Polytechnic Institute  
**University of Richmond**  
**American Intl College in London**  
**University of Richmond**  
University of Rochester  
**San Francisco State University**  
University of San Francisco  
**San Jose State University**  
Santa Clara University  
**Santa Monica College**  
Sarah Lawrence College  
School / Art Institute of Chicago  
Scripps College  
Skidmore College  
**University of Southern California**  
**Southern Methodist University**  
**Spelman College**  
**University of St Andrews**  
**Stanford University**  
**Swarthmore College**  
**Syracuse University**  
Temple University  
The University of Texas, Austin  
**Trinity College**  
Trinity University  
Tufts University  
**Tulane University**  
**Vanderbilt University**  
Vassar College  
University of Vermont  
Villanova University  
University of Virginia  
Washington College  
Washington State University  
**University of Washington**  
**Washington University / St. Louis**  
**Wesleyan University**  
Wheaton College MA  
Willamette University  
**University of Wisconsin, Madison**  
Xavier University of Louisiana  
**Yale University**



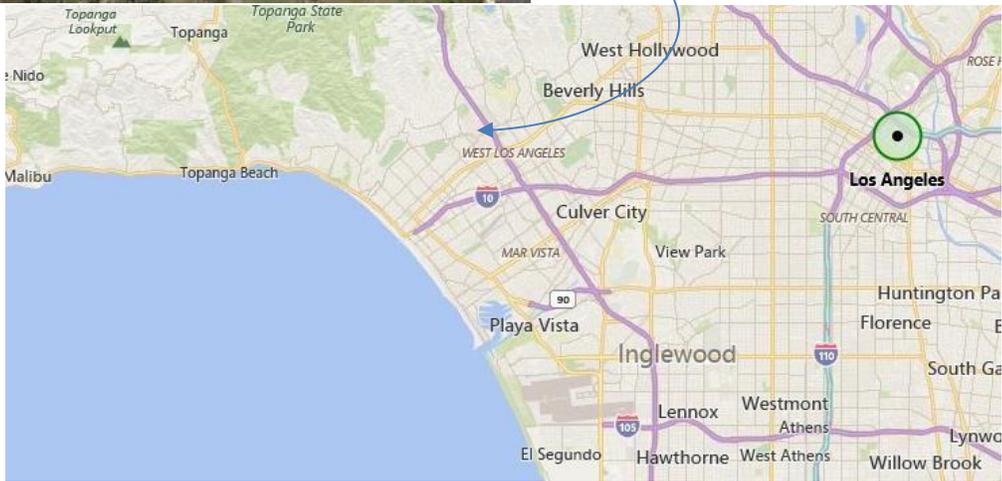
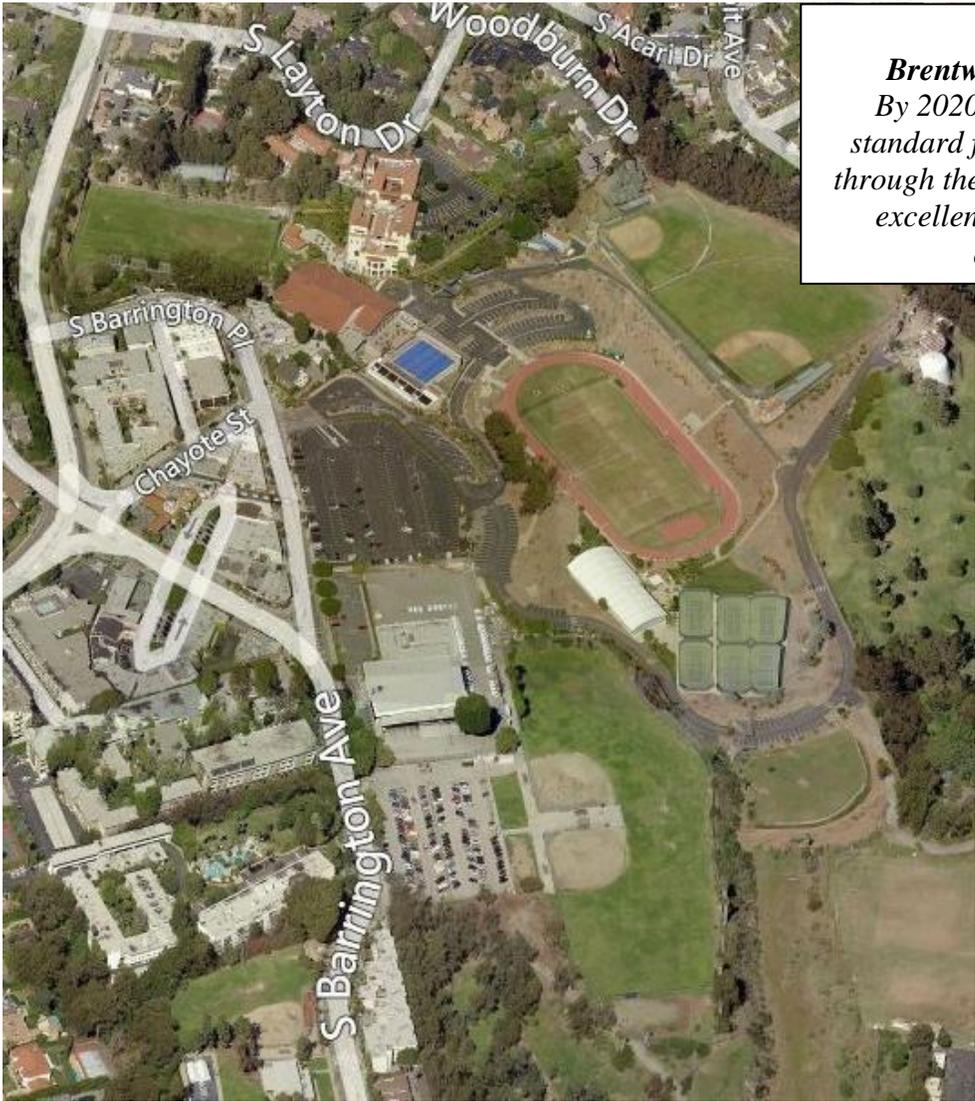
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***Brentwood School Vision Statement***  
*By 2020, Brentwood School will be the standard for independent school education through the essential integration of academic excellence, emotional intelligence, and character development.*



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