

GERMANTOWN ACADEMY

CHIEF FINANCIAL AND OPERATING OFFICER 2021

*Germantown Academy inspires students to be: Independent in Thought, Confident in Expression,
Compassionate in Spirit, Collaborative in Action and Honorable in Deed.*

Germantown Academy, located in the Philadelphia suburb of Fort Washington, Pennsylvania, is seeking qualified candidates for the position of Chief Financial and Operating Officer, beginning Spring/Summer 2021.

Founded in 1759, Germantown Academy is a non-sectarian, coeducational, college preparatory school of more than 1,150 students in Grades PK-12, on a campus of 126 acres.

At Germantown Academy, we are committed to creating a learning environment that is as diverse as the broader, global world of which we are a part. We value this diversity because it makes us a stronger community, enriches our thinking and helps us to develop our collaborative spirit.

Candidates must exhibit an appreciation of, sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds. Salary and benefits are highly competitive and commensurate with experience. In addition, 100% tuition remission is available for a total of two children who qualify for admission and for whom space is available.

Position Purpose: Reporting to the Head of School, the Chief Financial and Operating Officer is a strategic, collaborative leader who oversees all aspects of the School's financial, facility, auxiliary programs, and security management, and directly supervises the Assistant to the Chief Financial and Operating Officer, Director of Facilities, Director of Operations, and Business Office Staff.

Key Responsibilities:

1. Oversees all non-academic operations of the Academy, including the close management of all accounting, budgeting, auditing, accounts payable and receivable, payroll, auxiliary programs, non-tuition sources of income, cash flow, short-term investing, bond financings, facilities, campus security, and endowment allocations.
2. Partners with Head of School to set strategic vision for maintaining the financial sustainability of the School, including staying abreast of emerging trends in non-profit financial management and new approaches to financial planning and forecasting.
3. Responsible for meeting regularly with the Board Treasurer in preparation for monthly meetings of the Finance Committee of the Board of Trustees to develop and monitor annual operating and capital budgets, as well as the development and implementation of all long-term strategic planning.
4. Oversees the annual internal budgeting process with all involved parties.

5. Strengthens the Academy's financial stability by developing, implementing, monitoring, and improving effective systems of financial control and decision-making through the application of sound business principles and collaborative long-term strategic thinking.

6. Works to ensure that Germantown Academy meets all relevant National Association of Independent Schools (NAIS) Principles of Good Practice and Pennsylvania Association of Independent Schools (PAIS) accreditation standards related to financial and operational matters.

7. Assists with analysis and management of financial aid administration.

8. Works closely with the Board of Trustees to support the Board's Finance, Investment, Audit, and Facilities Committees.

9. Manages coordination with, and activities of, the Academy's independent auditors for the preparation of annual financial statements, and third party benefit consultants for the administration of the Academy's retirement investment options and plans.

10. Manages relationships with external parties including financial consultants, investment advisors, bank representatives, and other advisors to assist in the organization's financial and legal affairs.

11. Oversees other specific responsibilities including risk management, employee salaries and benefits, and compliance with all federal and state regulations.

12. On a continuous basis, uses the Academy's membership in INDEX (Independent School Data Exchange), a nationwide consortium of 50 similarly-sized independent schools, to work collaboratively on the potential for improvement and cost savings in all non-academic areas of Academy management. Also works regularly with PAISBOA (Philadelphia Area Independent School Business Officers Association) to take advantage of combined purchasing and professional development opportunities.

13. Works closely with architects, owner's representative, and Township officials during all major construction projects to ensure that the financial goals are met and that the final product meets Academy expectations.

14. Works with:

- Division Heads to develop divisional budgets and to address specific financial and facility issues as they arise,
- Director of Human Resources on all compensation and benefit administration,
- Director of Institutional Advancement on all gift and capital campaign planning and financial oversight,
- Director of Admissions, Enrollment & Financial Aid to develop both short- and long-term admission goals,

- Director of Technology to maximize the effectiveness of technology investments.

15. On request, reports to the Board of Trustees on key topics of strategic concern, as well as the annual presentation for approval of the operating and capital budgets and setting of tuition for the upcoming fiscal year. Attends all Board meetings.

16. Serves on the One School Management Team Committee and the Safety Committee.

17. Actively participates in the Health Benefit Trust Self-Insured Consortium with the goal of controlling current and future medical costs for the Academy and its employees.

18. Partners with insurance brokers to control costs and stay abreast of changing insurance needs, as well as to insure that adequate and comprehensive coverage is in place for all forms of required insurance, including workers' compensation, property, liability, etc.

19. Maintains a focus on the school's Mission, Civility Pledge, Equity and Inclusion Action Plan, and Strategic Vision at all times.

Skill Qualifications:

- MBA preferred along with a minimum of 10 years management experience;
- Demonstrated competency in Excel, Word and PowerPoint;
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines;
- Strong time management and organizational skills;
- Exceptional Interpersonal skills, with a strong focus on building a collaborative work environment;
- Experience working in diverse environments is preferred.

To apply for the position, please send the following information to Gregory G. Britton, Managing Associate, Director of Search & Consulting Operations; ggb@carneysandoe.com

- detailed letter of interest
- resume
- list of references