



Job Title: Director of Finance
Department: Business Office
Reports to: Chief Financial and Operating Officer
Status: Full-Time, Salaried/Exempt, Benefited, Professional Staff

ABOUT US

The Webb Schools is a boarding and day school with 400 students from around the world. Founded in 1922, we just celebrated our centennial and are a mission-centered school focused on academic innovation, honor and moral courage, leadership, and service. Webb's relationships in LA and locally, with the Claremont Colleges and our Alf Museum of Paleontology, offer students unparalleled exploration and advanced learning opportunities.

SUMMARY

Reporting to the Chief Financial and Operating Officer (CFOO), the Director of Finance works closely with the CFOO in overseeing the School's financial operations. This role assists the CFOO in assessing the financial performance of the Schools and identifying potential risks. The ideal Director of Finance is an experienced professional with broad knowledge of accounting, finance, and business principles, a strategic thinker, and an effective leader committed to the practice of sound financial stewardship. The Director of Finance demonstrates the ability to lead change, innovate, and sustain strong working relationships.

MISSION AND COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy, where all members are valued, respected, and supported. Our community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit. For more on our values and commitment to DEI initiatives, click [here](#).

RELATIONSHIPS

The Director of Finance reports to the CFOO. In collaboration with the CFOO, the Director provides leadership for the business office including direct oversight of the Controller, the Senior Accounting Analyst, and the Accounts Payable Analyst. This position interacts with administrators, faculty, staff, parents, vendors, outside agencies, and auditors. The Director of Finance is an integral member of the team working on important strategic initiatives including, financial forecasting, formulating debt and investment policies, capital campaigns, gift acceptance protocols, and capital projects. One of the complexities of Webb's business office is managing both the larger corporate entity that is Webb as well as its subsidiary, a fully accredited museum of paleontology housed on the campus.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Job responsibilities are assigned by the CFOO who may, in their sole discretion, alter, add to, or eliminate job assignments at any time, with or without prior notice. Specific responsibilities include, but are not limited to:

- Work closely with the CFOO to monitor the School's financial position and proactively mitigate financial risks.
- Oversee accounting systems and protocols, ensuring best-practice procedures and use of the SIS (Blackbaud) and other automated methods of commerce.
- Ensure that all activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Set targets with the Controller for workflow to ensure timely, accurate processing of accounting functions.
- At the direction of the CFOO, oversee all audit and internal control operations.
- Perform cash management, endowment, and investment accounting, including planned gifts and split-interest agreements. Provide staff support for the Investment Committee as requested.
- Perform bond accounting, ensuring that all covenants are fulfilled in a timely manner, including annual debt management reports to the Finance Committee.
- As a member of the CFOO's Capital Project Team, perform all compliance, budget management, and accounting functions for capital projects.
- Prepare timely and detailed reports on financial performance on a monthly, quarterly, and annual basis.
- As an important leader alongside our CFOO, the Director of Finance will interact with Board Committees and prepare and present materials for Board work.
- Serve as a working member of the Retirement Plan Committee.
- Conduct research, analysis, and forecasts as needed.
- Other duties as assigned.

OTHER RESPONSIBILITIES

- In collaboration with the CFOO, play a leadership role within the Business Office and the school at large.
- Attend and support major school events and activities.
- Engage in ongoing education and professional development. Participate in industry association events (i.e., Cal-ISBOA, NBOA, NAIS, TABS).

PROFESSIONAL QUALITIES OF WEBB FACULTY AND STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students in loco parentis.



- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Master's degree in Business/Accounting and five to ten years of related experience, or an equivalent combination of education and experience.
- Knowledgeable of accounting standards, audit, and internal control protocols, all applicable federal and state statutes.
- CPA or CMA certification preferred.
- Experience in independent schools or similar environment preferred.
- Demonstrated success in financial management, including business processes, internal controls, and process improvement.
- Strong technology skills, especially demonstrating excellence in Microsoft Suite (Excel Proficient) and Blackbaud products (BBTM, BBEM, Financial Edge NXT, Raiser's Edge NXT). Experience with ADP and Shopify products is highly preferred.
- Excellent verbal and written communication, strong mathematical and analytical skills.
- Experience with capital projects accounting, planned giving, and endowment management highly preferred.
- Proven success at working collaboratively and efficiently on a creative, diverse, and goal-oriented team.
- Self-motivated, ability to multi-task, excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Demonstrate the highest level of integrity and competence in thought, word, and action.
- Able to make informed decisions, take initiative, effectively consult with others, and prioritize tasks.
- Effective leadership and interpersonal skills are required to manage personnel and constituents, solve problems, and represent The Webb Schools in the community.

OTHER REQUIREMENTS

A valid California driver's license with a satisfactory driving record is required. A criminal background check is required and must be successfully completed before employment can begin. Must be fully vaccinated (and boosted) against COVID-19.

PHYSICAL REQUIREMENTS

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION PHILOSOPHY AND BENEFITS

Anticipated salary range: **\$150,000 - 175,000/Annually**



- The Webb Schools offer competitive compensation. Webb reviews numerous factors in setting position ranges, including industry data from NAIS, CAIS, NBOA, and other market data.
- Webb believes a strong benefits package is important for employee stability and retention. Generous benefits packages include highly subsidized health plans (Webb pays 90% of HMO premiums for employees and their dependents), 6% retirement plan contribution, Life Insurance, and tuition remission.
- Webb allocates substantial resources to growth and professional development, including funding for advanced degrees, curriculum development, industry conferences and workshops, and other academic and pedagogical pursuits.

TO APPLY

Interested and qualified candidates are invited to contact, in confidence, Todd Gochman, Senior Placement Associate (todd.gochman@carneysandoe.com) and Julia Sinton, Placement Counselor (julia.sinton@carneysandoe.com). Please submit a cover letter expressing interest in this particular position and a current resume.

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law. www.webb.org.