



Inspire and challenge.

At Belmont Day, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Chief Financial Officer

The School

Belmont Day School is a pre-kindergarten to eighth grade independent school founded in 1927 by a group of parents committed to providing children with an excellent foundation and many opportunities for creative expression. The six values of honesty, caring, joy, responsibility, respect, and excellence permeate the culture for adults and children.

The 334 enrolled students come from over 30 communities to the 11 acres of campus to become young learners and leaders with the guidance, support, and high expectations of a highly skilled team of 96 adults across all roles in the school. Admission is competitive with families attracted by the commitment to excellence, a rich interdisciplinary program, the personal touch of each interaction, and the warm, welcoming, and diverse community, supported by a consistent financial assistance commitment of more than 16% of tuition revenue. The high-quality after-school programs and on-site summer learning and adventures serve a range of needs for Belmont Day families and the greater community. The school is poised for continued success with \$14 million in combined endowment funds, \$9 million in bonds outstanding, an ambitious strategic plan, and a \$15 million capital campaign launched in 2024 leading up to the centennial anniversary of the school in 2027.

The Opportunity

The chief financial officer (CFO) provides financial expertise, operational skill, and conspicuous leadership for the business office and the overall administration of the school, ensuring the relationships and resources are in place to sustain a high-quality educational and professional experience in line with the values and mission of the school.

The CFO works directly with the head of school, the business office team, and the board treasurer to ensure financial and operational objectives are achieved. With the mandate to create the conditions for a successful learning environment and a resilient community, the chief financial officer builds relationships, prioritizes and anticipates needs, and brings creative data-informed solutions into practice.

Engaging across the school's essential activities, this person directly manages four people who execute the accounting and finance, payroll, and human resource functions. The food program director and the director of operations—including buildings and grounds, transportation, events and rentals, and summer programs—report to the CFO, who retains responsibility for legal affairs, compliance, and risk management.

In support of the governance and fiduciary responsibilities of the Belmont Day Board of Trustees, the CFO serves as a staff liaison to board committees and provides timely and accurate analysis and reporting. This person works directly with the head of school and controller to craft and execute the school's operating budget and strategic financial planning, organizational structure, administrative tools and systems, and business decision-making.

The Candidate

The successful candidate will take a comprehensive and collaborative approach to the work, building relationships and implementing best practices in the systems that support efficient school operations. This position requires superb management and organizational skills. The successful candidate will be a team player who is happy and effective in leading in a workplace animated by the school's core values and focused on delivering an exceptional education and student and family experience. The CFO will demonstrate personal accountability and operate with integrity and humility.

Key responsibilities include:

Fiscal Management and Leadership

- Responsible for coordinating and strategically managing the school's financial resources in partnership with the head of school.
- In collaboration with the controller, develop and implement the annual operating budget by obtaining input from all relevant stakeholders.
- In conjunction with the controller, monitor and report budget variances via quarterly forecasts and suggest corrective actions.
- Oversee cash, investments, and asset management, with direct treasury management responsibility.
- Ensure compliance with the terms of the tax-exempt bond issuance.
- Establish a regular process for review, update, and consistent application of appropriate internal controls, policies, and financial procedures.
- Oversee the annual financial and 403(b) audits.
- Ensure the timely and accurate submission of all required reporting and compliance filings, including the annual Form 990.
- Prepare long-term financial forecasts and projections, including maintaining the school's ten-year financial model, to provide financial insights to the head of school and board of trustees in evaluating strategic initiatives.
- Serve as the staff liaison for the following board committees: finance, audit, strategic planning, buildings and grounds, and investment.
- Serve on the Strategic Leadership Team.
- Ensure that the school's business and fiscal goals align with its educational goals.
- Support the launch and execution of the \$15 million comprehensive capital campaign in partnership with the director of institutional advancement, the director of development, and the head of school.

Human Resources

- Along with the human resources manager, regularly evaluate and adjust the employee benefits program, all employment practices, payroll services, and compliance reporting and attend to employee morale.
- In coordination with outside counsel, the human resources manager, and the director of diversity, equity, inclusion, and belonging, ensure that the school's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion,

and separation conform with state and federal requirements, and are in line with the school's strategic goals.

- Ensure the human resources function appropriately addresses all staff personnel issues, including evaluation, compensation, discipline, hiring, and termination.

Risk Management

- Serve as a resource to mitigate liability exposure through policies, procedures, training, audits, investigations, and engineered solutions.
- Maintain the school's insurance coverage, liability, and risk-related policies and controls. Work with insurance advisors and brokers to ensure adequate, appropriate, and cost-effective insurance is in place.
- Oversee all campus and work safety issues, regulatory and environmental compliance, and any legal matters in consultation with the head of school.
- Serve as liaison with the school attorneys.

Operations

- In collaboration with the director of operations, ensure the resources and planning are in place to undertake facilities maintenance and special projects, including major infrastructure investments.
- Partner with the food program director to enable the required staffing, procurement process, catering and event support, and vendor solutions are in place to sustain the overall dining experience as a differentiating feature compared to other schools.
- In close coordination with the registrar and director of special projects and the information technology and communications teams, maintain and improve the services and solutions that provide a consistently effective work and learning environment at Belmont Day School.

Qualifications

The ideal candidate will be an experienced executive and a team player who possesses:

- Education and experience equivalent to a master's degree in accounting, business, finance, or a related field.
- Experience in or knowledge of independent schools is beneficial.
- At least five years of experience as a CFO, controller, or business manager is preferred.
- Advanced Excel and analysis skills, prior experience working in a Google platform environment, and a strong working knowledge of business accounting policies, procedures, practices, and financial software programs, such as Blackbaud and Veracross, preferred.
- Demonstrated effectiveness working with trustees, faculty, and external constituents.
- Experience working with external auditors, implementing internal controls, and managing compliance-related issues.
- Demonstrated ability to manage and execute all duties with an equitable and inclusive approach that supports the diverse identities of employees.
- Ability to perform school functions on designated evenings and weekends required.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. It is an equal opportunity employer and complies with all legal requirements regarding admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.

Interested candidates, please contact Narwhal Talent Partners:

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All inquiries are treated as confidential.