



## 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. The Center is currently in the last phase of a major renovation of their campus, the result will be spectacular.

### THE OPPORTUNITY/ATTRACTIONS:

- Opportunity to work with an Organization that has thrived in its ability to change with the times and trends in 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.

**LOCATION:**

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.

**Contact:** [andrea.mannering@armaninollp.com](mailto:andrea.mannering@armaninollp.com)