



Chief Financial & Operations Officer Position Statement

Mission Statement

We inspire young people of talent and promise to develop clear values, a desire for wisdom, and an appreciation for all endeavors that broaden the mind and enlighten the spirit.

[View full Mission, Philosophy and Core Values here.](#)

Green Hedges . . .

- **Is located in Vienna, VA**
- **Was founded in 1942**
- **Enrolls about 170 students in ages 2-5 Montessori and Preparatory Grades 1-8**
- **Is small by design**





Chief Financial & Operations Officer

Overview

Green Hedges School seeks a Chief Financial & Operations Officer (CFOO) to serve as a key strategic partner to the Head of School and Board of Trustees, leading all financial and operational functions of the institution. The CFOO will ensure strong financial stewardship, operational excellence, and long-term sustainability while helping to shape and execute the school's strategic priorities. The role combines hands-on management with forward-looking leadership in support of the school's mission and future growth.

About the School

Green Hedges School is a leading coeducational, independent school in Vienna, Virginia, enrolling about 170 students in PreKindergarten through Grade 8. Small by design, the school is defined by close relationships, engaged learning, and a strong sense of community.

Founded in 1942, Green Hedges sits on a four-acre campus in the historic Windover Heights neighborhood, with five buildings that support academic and administrative functions. The school employs 50 full- and part-time faculty and staff and operates with an annual budget of about \$6 million.

The school is entering a period of significant evolution, including new leadership and a campus master plan of new construction, expansion, and renovation that will shape its future for decades to come, creating a compelling opportunity for strategic and operational leadership.

About the Role

The CFOO reports directly to the Head of School and collaborates closely with the school's seven-member Administrative Team, Board of Trustees, external auditors, and faculty and staff. The role spans finance, accounting, human resources, IT, and facilities, with direct supervision of key employees and contractors, including the Business Office Accountant, Facilities Manager, and Information Technology Administrator.

A key early priority will be to assess and improve core financial processes, particularly annual budgeting, accounting closes, financial reporting to leadership and the Board, financial controls, audit readiness, and long-range planning.

Additional financial and accounting responsibilities include treasury, investment and loan management, oversight of financial obligations and contracts, and support for strategic financial decision-making.

Human resources responsibilities include payroll, benefits administration in partnership with a broker, employee onboarding, and maintaining personnel policies and procedures.

Operational responsibilities include oversight of facilities, safety and security, custodial services, procurement, and vendor management.

Required Qualifications

- Bachelor's degree
- Minimum of five years of financial management experience, including direct responsibility for accounting close, budgeting, and financial reporting
- Strong leadership and organizational skills, with the ability to manage multiple priorities
- Demonstrated fit with Green Hedges values and culture, including an open and collaborative work style
- Demonstrated experience as a member of a leadership team in support of organizational objectives
- Experience operating in a lean or resource-constrained environment

Preferred Qualifications

- MBA, CPA, or equivalent advanced degree
- Prior direct experience in an independent school, nonprofit, or similarly complex mission-driven organization
- Experience supervising staff and external vendors
- Proficiency with finance and accounting software (e.g. Blackbaud, NetSuite, or similar)
- Experience in human resources and facilities operations

To Apply

Interested candidates should submit the following items as separate PDF documents to Peter A. Barrett, Interim Head of School, at pbarrett@greenhedges.org:

- A cover letter expressing interest in this particular position and explaining how your professional background has prepared you for it;
- A current resume;
- A list of five professional references with each individual's name, relationship, phone number, and email address (references will not be contacted without the candidate's permission).

Green Hedges School is committed to equal employment opportunity. Green Hedges does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, color, national origin, religion, creed, gender or gender identification, sex or sexual orientation, family status, economic status, military or veteran status, age, or physical or mental disability in the administration of its hiring and terms of employment of faculty and staff.