
Brentwood School District



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Officer

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Vacancy Announcement

Chief Financial

Brentwood School District

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Brentwood School District is a highly rated public education system located in the heart of St. Louis County, including the City of Brentwood and portions of surrounding areas. The district spans just over two square miles, encompassing suburban neighborhoods, major retail areas, and businesses. Just minutes from the county seat, major universities, parks, and other community resources, Brentwood offers small community charm with big city resources and attractions. As the "Home of the Eagles," Brentwood School District provides high-quality programs, resources, and opportunities to adapt to the ever-changing needs of students and families. The district's five schools collectively enroll more than 800 students who compete nationally with their peers in academics, athletics, and extracurricular activities.

Brentwood School District seeks a Chief Financial Officer (CFO) who is a strategic, collaborative, and results-driven leader. The ideal candidate combines strong financial expertise with approachable, ethical, and transparent leadership. They demonstrate integrity, accountability, and fairness while fostering trust and collaboration across the district, the school board, staff, and the broader community.

The CFO will oversee all district financial operations, including budgeting, accounting, payroll, investments, and financial reporting, ensuring compliance with state and federal regulations. They are expected to provide clear, actionable guidance to the superintendent and board of education, support long-term financial planning, and help align resources with the district's strategic priorities. The ideal candidate balances analytical rigor with practical problem-solving, communicates proactively, and supports the district's mission of providing excellent educational opportunities for all students.

The next Brentwood CFO should be organized, decisive, and forward-thinking, with the ability to inspire confidence and maintain transparency in financial matters. Above all, they lead with integrity, collaboration, and a commitment to sustaining the district's strong financial health while supporting student success and staff growth.

Qualifications

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in accounting, finance, business administration, or a related field from an accredited four-year college or university
- CPA or MBA preferred
- Graduate-level degree in business, finance, or educational leadership preferred
- Three (3) or more years of progressively responsible experience in public sector financial management, preferably in a school district setting

CERTIFICATES/LICENSES:

- Valid driver's license required with reliable transportation to travel throughout the district and surrounding areas
- SFO Certification preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees Financial Operations to include:

- Develop and manage the district's annual budget in alignment with strategic priorities
- Oversee all accounting functions, including accounts payable/receivable, general ledger, payroll, and fixed assets
- Monitor district financial performance and prepare regular reports for the superintendent and board of education
- Direct all financial audits, ensuring compliance with state and federal regulations and best practices
- Develop long-range financial projections and conduct fiscal impact analysis of proposed initiatives
- Ensure proper accounting and tracking of federal and state grants and categorical funding
- Maintain strong internal controls and safeguard district assets through risk management strategies
- Lead the annual financial audit process and respond to audit findings with corrective action plans
- Collaborate with human resources and the superintendent to develop compensation structures and benefits planning

Oversees Purchasing and Vendor Management to include:

- Supervise procurement processes, ensuring compliance with state bidding laws and district policy
- Evaluate contracts, bids, and proposals to ensure quality and cost-effectiveness
- Coordinate with district leaders to ensure timely acquisition of supplies, materials, and services
- Maintain and enforce ethical standards in all purchasing activities

Manages Payroll and Benefits Accounting:

- Supervise payroll operations to ensure accuracy, compliance, and timely processing
- Monitor benefit-related expenditures and work closely with HR on fiscal aspects of employee benefits and insurance
- Maintain compliance with reporting requirements related to retirement systems, tax filings, and benefit carriers

Facilitates Board and Public Communication:

- Prepare monthly financial reports and budget updates for the board of education
Present budget proposals and financial data to various stakeholders, including public hearings and community forums
- Translate complex financial information into understandable formats for non-financial audiences
- Provide guidance and training to district and building administrators on budget management

District Compliance and Leadership Responsibilities:

- Ensure compliance with all financial regulations and the timely submission of reports to DESE and other agencies
- Supervise finance office staff, promoting professional growth and high performance
Lead the development and maintenance of financial policies and procedures
- Serve as the primary contact for external auditors, banks, and financial institutions
- Support collective bargaining by providing fiscal analysis and participating in negotiations as needed

Equity and Access in Resource Allocation:

- Monitor budget and resource allocations to ensure equity across schools and programs
- Use data to identify and address opportunity gaps in financial decision-making
- Collaborate with district leaders to ensure that financial strategies support equity goals

PROFESSIONAL RESPONSIBILITIES:

- Participate in and lead a variety of meetings and on-going professional development conveying and/or gathering information required to perform the job's function
- Demonstrate a sense of professional responsibility
- Maintain confidentiality of information
- Communicate effectively and professionally with parents, staff, students, and community members
- Attend professional growth sessions for the purpose of keeping professional knowledge current with changing laws and regulations
- Participate in regional and national school finance organizations
- Complete all other tasks as assigned by the Superintendent

Knowledge/Skills/Abilities Required

The requirements described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATION SKILLS:

- Ability to read, analyze, interpret, and create technical procedures, handbooks, policy books
- Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals
- Ability to effectively communicate with diverse groups
- Ability to maintain a friendly, approachable manner that creates positive connections with people

MATHEMATICAL SKILLS:

- Ability to work with basic mathematical concepts
- Ability to maintain a balance budget, analyze various budget proposals, determine the funding allocations, defend various budgeting and salary recommendations, and forecast financial needs of the department

REASONING ABILITY:

- Ability to define and solve problems, collect and analyze data, establish facts, and draw valid conclusions
- Ability to use available information and prioritize multiple responsibilities and meet various deadlines

TECHNICAL SKILLS:

- Ability to utilize multiple computer programming systems:
 - Proficient with Microsoft Word, Excel and PowerPoint, and Google Suite **required**
 - Experience with various social media mediums for recruitment purposes including Facebook, X, and LinkedIn is *preferred*
 - Experience with human resource management systems (i.e., Frontline Central) is *preferred*

OTHER SKILLS AND ABILITIES:

- Ability to perform duties with awareness of district policies and procedures and federal/state laws
- Ability to work effectively with a team to design, monitor and achieve collective goals
- Ability to independently work using standardized practices and/or methods to lead, guide, and/or coordinate with others
- Ability to maintain composure under pressure and thrive as a department of one.
- Strong time-management and organizational skills; ability to multitask
- A commitment to advancing equity and the ability to establish and/or maintain an equity approach to operational systems within the human resource department

PHYSICAL REQUIREMENTS:

- The employee must speak, stand, talk, see, hear, and sit for long periods of time on a regular basis.

- The employee is occasionally required to climb, stoop, kneel, and lift up to 50 lbs.
- The employee must frequently bend, and use fine motor skills.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print.

ENVIRONMENTAL CONDITIONS:

- The noise level will vary depending on the daily activity. The office setting is typically quiet, however the individual must be able to handle multiple tasks with frequent interruptions.
- The employee must have the ability to work in potentially high stress situations, with frequent engagement with various stakeholders.
- The office work environment is consistent with a typical office environment; however, the individual who holds this position will frequently be required to travel to multiple settings and adapt to unexpected environments.
- The employee must be able to work on a computer the majority of the work day.