



POSITION TITLE: DIRECTOR OF FINANCE

SUPERVISOR'S TITLE: EXECUTIVE DIRECTOR

TITLES SUPERVISED: FINANCE ASSISTANT

POSITION DESCRIPTION: Reports directly to the Executive Director, and is responsible for leading and developing practices and procedures for Finance, Budgeting, and Human Resources. Specifically, this position is responsible for all areas relating to budgeting and financial reporting including, but not limited to: payroll, cash flow, profit and loss statements, balance sheets, quarterly reporting related to AOC benefits, etc. The Director of Finance also serves as the Business Manager and is also responsible for human resources at Archbishop McNicholas High School.

QUALIFICATIONS: The Director of Finance will have, at a minimum, a Bachelor's degree (B.S./B.A.) in Finance, Accounting, or related Financial Management field. The ideal candidate will hold a Master's degree (M.S./M.B.A) in a financial discipline as well. A C.P.A. is preferred.

EXPERIENCE: The Director of Finance will have, at a minimum, at least 10 years of experience working in a financial or investment capacity for a medium to large organization, and have managerial experience in their background as well. Preference will be given to those candidates who have prior experience working in the educational field, and especially within the secondary schools market.

REQUIRED SKILLS:

1. Financial Management Skills

Ability to complete financial planning, record keeping, financial reporting, and the management of financial risks. Ensure that all financial matters are in accordance with legislation and ethical accounting practices.

2. Managerial Skills

Supervisory role for accounting procedures, payroll, benefits, fundraising groups, and archdiocesan reporting. Personal qualities of integrity and credibility.

3. Flexibility

Being open to change and considerable variety in work. A self-starter, able to multi-task while also being highly detail-oriented.

MAJOR DUTIES & RESPONSIBILITIES

- Develop and maintain sound accounting principles, practices and procedures to ensure accurate and timely financial statements.
- Supervise the Business Office team to ensure that work is properly allocated and completed on time and accurately, and to ensure that all financial reporting deadlines are met.
- Oversee Accounts Payable and Accounts Receivable operations in conjunction with day-to-day operations.
- Manage monthly general ledger entries, financial reporting, and the support of budgeting and forecasting activities.
- Partner with school senior leadership, administration, faculty, staff, parents, donors and alumni to ensure that business practices at the school are consistent and efficient.
- Manage bi-weekly payroll runs and related reporting.
- Complete monthly, quarterly, and year-end close.
- Maintain the highest level of accuracy and on-time delivery of all tasks required in the Business Office
- Manage the daily banking requirements.
- Ensure that monthly and quarterly bank compliance activities and reconciliations are performed in a timely and accurate manner.
- Collaborate with the other department managers to support overall department goals and objectives.
- Monitor and analyze Business Office work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Advise Business Office personnel regarding the handling on non-routine transactions and reporting.
- Respond to inquiries regarding financial results, special reporting requests and other non-routine financial statements.
- Prepare management reports for the Executive Director as requested.
- Work with the Executive Director to prepare timely year-end financial statements.
- Provide training to new and existing staff as needed.
- Work with the Finance Assistant to establish budgetary goals and objectives on an annual basis, and monitor and advise of progress throughout each fiscal year.
- Support the Executive Director on special projects and workflow process improvements.
- Act as the point of contact with the Archdiocese of Cincinnati for various business related items.
- Manage all Workers Compensation and formal accident reports related to employees and students.
- Review operations contracts and evaluate the financial/operational impact to the school and advise the Executive Director and the Principal.

- Manage facilities contracts with vendors and suppliers in partnership with Facilities Engineer to ensure they are kept current, paid on a timely basis, and renegotiated as required.
- Participate in the annual Risk Evaluation Report process for the Archdiocese of Cincinnati.
- Manage all Affordable Care Act related reporting that the school is required to complete.
- Oversee annual benefits open enrollment, and manage change requests/life events for employees as they occur throughout the year.
- Review and approve/deny purchase requests from all departments in relation to budgetary goals and across the organization.
- Prepare and submit for approval an annual, fully departmentalized budget to the Executive Director.
- Assist with the management and awards process for all grants and financial aid.
- Act as the liaison and troubleshooter for all FACTS tuition accounts between the school and parents.
- Provide support and analysis related to both Auxiliary Funds and the Administrative Cost Reimbursement processes as directed by the Principal.
- Manage tuition delinquency issues with the support of the Executive Director and Principal.
- Participate in the annual preparation of teacher's contracts and compensation updates upon budgetary approval by the Finance Committee of the Board.
- Manage all aspects of the accounting systems, software, and cloud-based applications related to Business Office operations.
- Develop and communicate processes and procedures to department heads to insure ensure adherence to school policy and processes within business operations.