

St. Patrick – St. Vincent High School

Vallejo, California

Director of Finance and Business Operations

The Director of Finance and Business Operations (the Director) is responsible for the organization and operation of the financial and business affairs of St. Patrick – St. Vincent High School. The Director reports to the Principal and is an exempt position.

Essential Functions:

Faith Community Affairs

- Ensures that the business affairs of the school are operated consistently with the Catholic mission of the school.

Policy and Procedures

- Coordinates the proper dissemination and awareness education of policies and procedures.
- Ensures compliance with all school and Diocesan policies and procedures, as well as compliance with all pertinent financial legislation and regulations.
- Assists in the development and implementation of appropriate policies and procedures with regard to advancement and auxiliary parent group operations.

Business Operations

- Directs the operations of the business office, which encompasses student accounts receivable, financial aid, accounts payable, and payroll functions.
- Oversees financial matters regarding the facilities, cafeteria services, advancement and school bookstore.
- Works closely with the Director of Technology to develop efficient, web-based systems for collecting payment from students, families and donors.
- Facilitate expenditure approval policy and efficient invoice approval and payment process.
- Provides a cost effectiveness analysis of programs and recommends changes needed to obtain profitability.
- Negotiates and reviews all contractual relationships for purchases of supplies and equipment, services rendered, etc.
- Monitors performance and reconciliation of the school's investment and bank accounts.
- Administers the restricted funds of the financial aid program.
- Ensures the school operations and contractual relationships are in accordance with Diocesan risk management guidelines and recommends courses of action with respect to limitations of exposure.
- Oversees the financial management of capital construction projects.

Budget and Financial Management

- Prepares monthly forecasts and monitors cash flow.
- Prepares monthly financial statements and distributes to stakeholders for review and discussion.
- Prepares annual financial statements in compliance with non-profit accounting and reporting standards and serves as audit liaison during the preparation of the annual audit.
- Manages the annual budget preparation process and submits the annual budget to the Principal and the Board for review and approval.
- Monitors monthly budget activity and provides progress reports to individuals and departments comparing budget to actual expenditures; alerts the Principal to excessive budget expenditures or deviations.
- Prepares a rolling strategic multi-year financial plan at each annual budget cycle.

Minimum Qualifications:

Education:

- Bachelor's Degree in Accounting required.
- MBA and / or CPA preferred.

Experience:

- At least ten years of accounting experience working in financial management or controllership position is required.
- Experience in an academic setting is preferred.

Required Skills / Knowledge:

- Strong understanding and knowledge of accounting principles, management of internal control structures and non-profit accounting and reporting standards.
- Proficiency with MS Office, specifically Excel and Word.
- Experience working with accounting software.
- Exhibits ability to meet deadlines and manage multiple responsibilities.
- Exhibits ability to effectively manage and supervise employees.
- Demonstrates excellent written and verbal communication skills.