

# HIGH SCHOOL FINANCE DIRECTOR Job Description

*February 2014*

**ACCOUNTABILITY:** Reports to Principal

**SUPERVISORY  
RESPONSIBILITY:** Supervisor

**FLSA STATUS:** Exempt

**HOURS:** Full-time

**GENERAL SUMMARY:** Under the general supervision of the principal, the finance director has the responsibility to provide sound fiscal management in the operation of all financial matters, including the development and management of the school budget, the borrowing and investing of money, and the management of accounts receivable and payable.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Direct the budget process. Prepare the annual budget and present it to the board.
- Project sound financial planning for future years.
- Monitor all purchasing/spending and ensure sound audit procedures.
- Complete and file all required financial reports and taxes.
- Supervise and coach the finance staff reporting directly to the position.
- Oversee the payroll process and benefits administration.
- Develop financial models for capital campaigns and construction projects.
- Review and negotiate facility contracts and agreements such as bus rental, custodial work, stadium cleanup, and insurance contracts. Seek requests for proposals according to board guidelines.
- Manage the records of insurable property, insurance claims, and necessary reporting.
- Oversee the general accounting for all internal and external funds associated with the school.
- Oversee the cash management with sound audit procedures.
- Manage the financial aid program and serve on the financial aid committee.

- Serve as the board finance committee chair.
- Manage the operations of the school bookstore.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Education: Bachelor's degree in business administration or accounting, master's degree preferred.

Experience: At least three years of experience in school finances, accounting, and plant operations. Experience with a non-profit preferred. Experience working with boards and committees required. Must be fluent in Microsoft Office Word and Excel. Must be familiar with Peachtree accounting software.

Require: Must adhere to the teachings of the Catholic Church.

Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday. Travel is required. Employee must be able to lift 30 lbs.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.