

EXECUTIVE DIRECTOR OF BUSINESS OPERATIONS

This full-time 12-month position reports to the Head of School. The Executive Director of Business Operations manages the financial affairs of the school including budgeting and accounting functions consistent with good business practices and accepted accounting standards. This position oversees the business operations of the school including facilities management. The Executive Director of Business Operations is a member of the school's leadership team.

QUALIFICATIONS

- MBA in finance, business management or accounting - preferred
- Strong commitment to and working knowledge of the Catholic faith
- Strong belief in the viability of Catholic education and mission of the school, in both practical and philosophical ways
- Strong professional background in accounting, finance and business operations (CPA or CMA preferred)
- Demonstrates experience in budget development and ongoing budget oversight
- Demonstrates successful knowledge and experience in non-profit organizations; including experience in an educational setting
- Demonstrates competency with QuickBooks, Outlook, Word, Excel and a willingness and ability to learn new software systems
- Demonstrates supervisory experience
- Demonstrates a high level of interpersonal, collaborative, organizational skills
- Demonstrates excellent oral and written communication skills, including public speaking

RESPONSIBILITIES

- Oversees annual budget preparation
- Prepares monthly financial reports and shares financial information with administration, finance committee, and department heads to facilitate responsible prudent revenue and expense management
- Works with the administrative team, finance committee, and department heads on strategic planning, long range financial budget projections, capital projects and campus planning
- Attends regular diocesan business manager meetings
- Attends and prepares reports in support of regular finance committee meetings
- Supervises compilation of financial data in preparation of the annual audit and works with the independent auditing firm through the audit's completion
- Manages scholarship and endowment accounts
- Manages and negotiates vendor service agreements and equipment leases
- Oversees student insurance and liability insurance coverages and claims
- Supervises business office staff responsible for general accounting, accounts payable, billing/collections & accounts receivable, payroll and petty cash
- Manages and oversees tuition assistance budget and allocation
- Oversees month-end closing process and financial statement preparation including bank/petty cash/balance sheet account reconciliations and analyses of significant revenue/expense fluctuations and variances from budget
- Works with diocesan HR and front office team to ensure compliance with diocesan, state and federal regulations
- Supervises facilities/maintenance staff
- Works with families to resolve various issues related to registration, billing & collections and financial aid

SALARY RANGE

- Pay will be determined by experience and education
- The salary range is \$125,000 to \$140,000

Interested candidates must submit a letter of interest and resume via email to ahurtado@rosaryacademy.org.