



St. Catherine's Academy

Job Title:	Chief Financial Officer (CFO)
Department:	Finance
Reports To:	Head of School
FLSA Status:	Exempt
Supervises Others:	Yes

St. Catherine's Academy, located 2 miles north of Disneyland in Anaheim, enrolls approximately 150 students from diverse backgrounds in TK – Grade 8. Boarding opportunities are available for Grades 4 through 8. The historic campus was founded in 1889 by the Dominican Sisters of Mission San Jose and remains a flagship academic and boarding institution with a military tradition providing structure and guidance in a caring family atmosphere.

Mission Statement: St. Catherine's Academy, a Catholic school with a military tradition, builds within young men a foundation for success through a formation program, which is rooted in the Dominican charism and emphasizes faith, leadership, academics, and service.

JOB SUMMARY:

Through commitment to Christian advocacy, building commitment and integration of Dominican charism and military tradition, the CFO directs all aspects of financial policies, financial and accounting recordkeeping, budget preparation and compliance filings. Provides short-term and long-term financial planning and analyses in support of capital projects and forecasts cash requirements. Presents data and reports to the Finance Committee and supports the Head of School with financial information for the Board of Directors. Responsible for Human Resources, benefits, payroll, and other operations duties as assigned.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, staff and management matters.
- Uses good judgment to promote the safety and welfare of cadets and others on campus. Follows all safety and security rules and reports concerns immediately.
- Remains up to date on best practices relevant to the position; enhances skills as feasible.
- Provides courteous and timely assistance to coworkers, parents, guests and cadets.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and policies in completing work and making decisions.
- Conserves resources and materials.

JOB RESPONSIBILITIES:

- Complete a variety of accounting and finance projects per monthly, quarterly and annual schedules, including periodic financial statements and daily cash management.
- Supervise accounting staff of 1 full-time and 1 part-time to assist with the Department's work.
- With Head of School and school departments, develop the annual budget.
- Provide assistance as needed with the strategic plan.
- Oversee and/or completes cash flow projections, cash receipts, cash disbursements, and payroll processing.
- Prepare documents for audits and files tax documents timely.
- Administer the investment portfolio; has oversight for correct input and ensures compliance documents are in order.
- Responsible for oversight of banking activity and management of school credit cards.
- With Head of School and Director of Recruitment and Admissions, determine cadet financial aid and review awards.
- Oversee student enrollment contract production and resident account reconciliations.
- Assist the Athletic Director with resident cadet outing purchases and spending allotments.
- Review vendor contracts and insurance portfolio at least annually.
- Administer employee benefit programs and 401(k) plan.
- Complete human resource duties, including fingerprinting, attendance records, motor vehicle reporting and personnel records, including hire and termination documents.
- Coordinate content and production of the Handbooks and staff trainings.
- Maintain updated job descriptions.
- Organize various employee celebrations and maintain years-of-service records.
- Coordinate technology projects, computer purchases, and maintains computer inventory records.
- Manage computer issues and maintenance; contacts and interfaces with outside vendors as needed.
- Coordinate facility projects with the Plant Manager and Head of School.
- Liaises among housekeeping, maintenance, kitchen management and operations.
- Oversee risk management, safety policies and procedures.
- Perform other duties as requested or assigned.

SUPERVISOR DUTIES:

- Train, motivate and coach subordinates to achieve high performance and quality levels.
- Schedule and approve time off; provide time and attendance data per payroll schedule.
- Complete performance or disciplinary documentation as relevant to position.
- Provide equitable treatment to all employees; follow handbook guidelines and minimize risk to the Academy through proper decision making.

EDUCATION and / or EXPERIENCE:

- Bachelor's degree (BA) in accounting or finance, MBA or CPA preferred.
- 5 – 10 years of increasingly responsible experience as controller or senior finance manager in an educational institution or non-profit.
- Continuing professional commitment to stay abreast of finance, tax, human resources and other regulated areas.

OTHER SKILLS:

- Works well independently and collaboratively with others.
- Communicates effectively and sensitively with diverse populations.
- Organizes and manages work and assignments in order to meet deadlines and goals.
- Able to compose, proofread, spell-check and edit correspondence, reports and other original written outputs.
- Strong organizational, research, administrative, analytical, planning, project and time management skills.
- Ability to prepare and deliver presentations for various committees and board members.
- Able to correctly add, subtract, multiply and divide, as well as calculate percentages, fractions, ratios and decimals; able to make accurate estimates based on logical assumptions.

COMPUTER & EQUIPMENT SKILLS:

- Microsoft Office Suite
- PowerPoint
- Publisher
- Expert Excel user
- E-mail
- Internet software
- Accounting software- QuickBooks preferred
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, binders and collators)

REASONING and MENTAL ABILITY:

- Uses critical thinking skills to interpret information furnished in written, oral, diagram, or schedule form and to analyze complex documents like contracts and technical directions.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historical data.

Salary

- **\$100,000 - \$120,000 depending on experience**
- **The position is full-time exempt, in person, with benefits (medical, dental, vision, sick and vacation time, 401(k) plan)**
- **Start date May 1, 2025**

Interested parties may send resume, cover letter, and 3 professional references to Katherine Borrelli (finance@stcatherinesacademy.org).