



Christian Brothers High School

Job Description

Job Title: **Director of Finance/CFO**
Reports to: President
Status: Full-time
FLSA Status: Exempt
Salary: TBD.

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position: The Director of Finance is a critical educational leader of the School and is responsible for the School's financial and operational programs in collaboration with the School's Catholic identity, mission, and vision. Reporting directly to the President, the Director of Finance/CFO manages the day-to-day operations of the School's Business Office. In addition, it provides strategic financial advice to the President, Cabinet, and Board of Trustees and its Finance Committee. Manages a staff of three; this role ensures accurate and timely accounting systems, financial reporting, internal controls, and policies. In addition, oversee the Facilities and IT Departments.

Key Indicies

A CPA or relevant heavy accounting experience, experience leading accounting teams, closing books, reporting financials, reconciling balance sheet, working with nonprofit and fund accounting, working with technology to improve processes, controls, and efficiencies, MBA preferred, 5 to 10 years experience, tech-savvy (Blackbaud, FACTS, Microsoft Teams, QuickBooks, Concur, ERP/CRM, Intacct, Office Suite, Forms/Power Automation, Excel Super User, etc.); Strong leader, top-notch ethics, and trustworthy.

Duties:

1. Provides financial strategic advice to leadership, administration, Board members, and the Finance Committee to determine current and future planning and projections.
2. Establishes policies, procedures, standards, and strategies for areas of responsibility and provides adequate internal control capabilities to strengthen and safeguard the School's assets.
3. Ensure that the School follows all appropriate FASB and GAAP accounting standards, and complies with all relevant state and federal tax reporting requirements.
4. Prepares and develops annual and monthly budget and forecasts, in addition to budget variance analysis reporting.

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5. Coordinates relationship with the School's independent auditors and is responsible for preparing work papers for the annual audit.
6. Responsible for ensuring timely and accurate completion of the monthly and annual close, including processing journal entries, account analysis, reconciliation, and financial statement review.
7. Management of the Business Office general accounting operations, including cash management accounts payable, accounts receivable (tuition and fees), and bank depositions.
8. Maintains fixed asset ledgers, capitalizing acquisitions, recording depreciation and disposals. Prepares selected asset reports and posts entries to the general ledger.
9. Performs adequate and appropriate financial systems and establishes procedures to meet the School's financial needs and its administration.
10. Reviews all expense reports for accuracy and proper expense classification.
11. Oversees and administers petty cash accounts.
12. Maintains grant accounting and recording of revenue as restrictions are satisfied.
13. Coordinating and reconciling with Development Staff in maintaining adequate records for donations and pledges.
14. Oversees updates to School's information management system for independent tuition billing and collection systems.
15. Participates in the tuition assistance process, including preparation of materials, distribution of award decisions, and compilation of data for the tuition assistance committee, record keeping, notification, and follow-up.
16. Administration of annual surveys, including Cal-ISBOA, CAIS, and DASL.
17. Oversees the School's facilities, including planning for expanded facilities and the repair and maintenance of the School's campus.
18. Oversees the procurement and operation of the School's cafeteria food service.

Qualifications Knowledge and Skills

1. Experience with Blackbaud Accounting system, FACTS, QuickBooks/Intacct, ERP/CRM implementation, etc. strongly preferred
2. Expert knowledge of generally accepted accounting principles and experience with automated accounting systems.
3. Ensure all financial records and statements are in line with laws, regulations, and generally accepted accounting principles (GAAP).
4. 8+ years of managerial level accounting/financial business management experience, preferably in an academic/school or nonprofit environment.
5. Need to be technically savvy with expert understanding of Office Suite, particularly Excel (pivot tables, vlookups, macros, etc.)
6. A clear understanding of bookkeeping/accounting terms and practices
7. Comfort with Microsoft Teams applications suitable to have

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8. Comfort with fund accounting and endowments preferred (restricted vs unrestricted)
9. Outstanding communication and multitasking skills
10. The ability to work in a fast-paced team environment
11. Desire to learn and understand the business process from beginning to end
12. Strong leadership ability and competency in guiding, building, and evaluating team
13. Strong work ethic with respect for work/life balance and positive work environment
14. Good people skills and strong backbone to stand firm in a changing environment
15. Ability to work autonomously without being micromanaged and trustworthy
16. Consistently exhibit a positive attitude, be self-motivated, and be able to cope successfully with stressful situations, schedules, and deadlines.
17. Demonstrated collaborative leadership ability.

Education and Experience

1. CPA and MBA preferred & strong with processes and controls
2. Outstanding leadership, organizational, and communication skills – good references from past employees
3. Undergraduate degree in accounting from a leading university and 5 – 10 years of work experience in the accounting arena strongly preferred
4. Increasing responsibility in the accounting department at an educational organization/nonprofit or public accounting experience with a focus on education/nonprofit strongly preferred

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation needed would not result in an undue hardship.

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Those interested should submit a resume and cover letter to hr@cbhs-sacramento.org Along with your submission in the subject line please list the title of the position you are interested in applying for. This position is open until filled.

Please Note: CBHS requires proof of vaccination on all faculty and staff as a condition of employment.

This document in no way constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.

Minorities/Women/Veterans/People with Disabilities.

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