

Job Title: Director of Finance

Reports To: Executive Director/CFO

Classification: Exempt / Full-Time / Year Round

SUMMARY

Under the general direction of the Executive Director/CFO, the Director of Finance is responsible for managing the finance, accounting, and risk management operations for the organization. Key responsibilities include financial accounting, budget management, payroll, financial aid administration, and risk management. The Director of Finance works directly with organizational leadership to develop and deploy sound fiscal policy. Position includes supervisory responsibility of the organization's business office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

FINANCE

- **Budget Management:** Establish guidelines for budget preparation and prepare the annual budget in consultation with the Executive Director and Finance Committee.
- **Strategic Planning:** Conduct analysis of financial risks and benefits for all key initiatives and organizational objectives.
- **Financial Reporting and Analysis:** Develop and maintain timely and accurate financial reports that assist school leadership in understanding the past, current, and future financial conditions of the organization.
- **Financial Policies and Internal Controls:** Develop, implement, and ensure compliance with the organization's financial and accounting policies.
- **Cash Management:** Develop, implement, and maintain sound cash management strategies to maximize financial returns with minimal risk exposure. Includes cash flow reporting and projections as needed to support organizational objectives.
- **Fixed Asset Management:** Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of in a timely manner.
- **Contract Negotiation and Management:** Oversee the management of all leases, contracts, and other financial commitments.

ACCOUNTING

- **Accounting Operations:** Manage all day-to-day accounting functions, including accounts payable, accounts receivable, cash receipts, payroll, policy compliance, and asset management.

- Month-end Close: Perform month-end accounting close procedures, including bank reconciliations, account reconciliations, and adjusting entries to ensure timely and accurate reporting.
- Payroll Administration: Oversee all payroll functions to ensure all employees are paid in a timely and accurate manner, in accordance with all applicable state and federal laws.
- Audit Management: Coordinate and manage the annual audit process with internal staff and auditors.
- Policy Compliance: Document and maintain complete and accurate supporting documentation for all financial transactions, such as cash receipts, payments, journal entries, purchase requests, and contract administration.
- Staff Supervisor: Supervises a team comprised of two bookkeepers and a part-time gift processing coordinator. Responsible for work assignments and distribution, resolution of disputes and actionable items, and annual performance evaluations.

FINANCIAL AID ADMINISTRATION

- Program Administration: Oversees the financial aid process in close coordination with the Executive Director/CFO and Director of Admissions. Key responsibilities include maintaining an established application process, coordinating the application review process, facilitating the award decision-making process, and communicating decision to applicants.
- Relationship Management: Meets with families to review aid award; discusses and negotiates within established parameters for discretionary awards; maintains positive relationships with families through clear, thoughtful, and responsive communication throughout the process.
- Grant Documentation and Record-Keeping: Creates and maintains records of award decisions; is able to provide leadership team with statistical information about the amount of aid distributed, the number of students receiving aid, and the socio-economic diversity of aid recipients.

RISK MANAGEMENT

- Maintain appropriate levels of insurance coverage; preparing applications and renewal schedules in a timely manner.
- Protect assets by establishing, monitoring, and enforcing sound internal controls.
- Monitor policies and procedures to ensure that program and organizational risks are minimized.
- Develop and implement policies and procedures to ensure that personal and financial information is secure and stored in compliance with current legislation.
- Manage and oversee all banking, investment, and insurance relationships.

MINIMUM EDUCATION and/or EXPERIENCE

- Bachelor's degree in a business-related field is required (MBA or CPA preferred).
- A minimum of 5 years' experience in finance and/or accounting and strong analytical skills.
- Demonstrated knowledge and experience with non-profit (fund) accounting and generally accepted accounting principles.
- Demonstrated proficiency in accounting software systems and fund accounting environments (Financial Edge experience preferred).
- Demonstrated proficiency MS Excel and other Microsoft Office software tools.
- Previous supervisory experience is strongly preferred.

SKILLS and QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires participation in some evening and weekend engagements.

- Understand ethical behavior and business practices and ensures own behavior is consistent with these standards and aligns with the values of the organization.
- Establish and maintain positive working relationships both internally and externally to achieve goals of the organization; sincere commitment to work collaboratively with all constituent groups.
- Strong oral and written communication skills; communicate financial strategy, policy, and information to constituents with varying levels of financial expertise; work with a variety of audiences; receive and apply feedback in a constructive manner.
- Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- Consistently and successfully meet deadlines while effectively managing concurrent projects and responsibilities in a dynamic work environment.
- Set priorities, develop a work schedule, and monitor progress towards goals.
- Deploy strategic and creative problem solving skills to advance the objectives of the organization, negotiate effective and reasonable solutions, and resolve conflicts as they arise.
- Commitment to the Lasallian mission and education of our youth.



REQUIREMENTS

Most tasks to be completed in a typical office setting (long periods of sitting). Must be able to navigate the campus on a daily basis in order to meet and interact with faculty, staff and students. Some weekend or evening responsibilities occur when an event or activity is occurring. May be required to lift equipment on an occasional basis which usually weighs less than 20 pounds.