



Director of Finance

Classification: Full-Time, 12-month, Exempt

Reports To: President (dotted line report to Diocesan CFO)

The Director of Finance is responsible for the overview and implementation of the school's financial systems while maintaining the highest standards of confidentiality, integrity, and stewardship. As the supervisor of the Business Office, this individual supports the financial operations of the school by providing courteous and professional service to faculty, staff, parents, vendors, alumni, and other constituents in a manner consistent with the mission of the Roman Catholic Church, the Diocese, and the values of Saint Mark's High School.

Essential Duties and Responsibilities

- Participate in the strategic direction of the school
- Coordinate the process by which the annual operating and capital budgets are prepared.
- Serve as the Chief Budget Officer for the annual operating budget.
- Produce and analyze monthly and quarterly budget and variance reports for department chairs, administrative staff, leadership team, and advisory board.
- Manage the activities of the financial operations personnel to ensure accurate and timely preparation of financial information.
- Coordinate with the Advancement Office for an analysis of dollar spent versus dollars raised.
- Coordinate, direct, and/or support decisions on major vendor contracts and relationships, including negotiations with vendors.
- Serve as the routine contact person with the Diocesan Finance Office.
- Monitor all purchasing and spending to ensure sound audit procedures are followed.
- Supervise the process for accounts payable transactions in a timely manner.
- Review invoices for accuracy, required approvals, proper account coding, and supporting documentation.
- Oversee payroll processing with diocesan support and benefits administration.
- Oversee the process for vendor payments through approved payment methods.
- Oversee the cash management with sound audit procedures.
- Oversee the annual financial audit.

- Oversee payroll, student account receivable records, and overall accounts receivable information while ensuring appropriate levels of tuition to collection.
- Serve as an admissions liaison to coordinate financial aid and appeal reviews.
- Monitor outstanding obligations and assist in maintaining positive vendor relationships.
- Support the President with budget tracking, reporting, and special projects.
- Assist in maintaining internal controls and safeguarding school financial resources.
- Manage Spirit Store operations.
- Serve on the advisory board finance committee.
- Perform other duties as assigned by the President.

Technology Skills

- Ability to learn and effectively utilize new financial technologies and diocesan software systems including FACTS management including financial and tuition systems.
- Microsoft Word and Excel, including formulas, sorting, filtering, and data analysis.
- Google Workspace, particularly Google Sheets and Google Drive.
- Payroll and human resources software including Paylocity.
- Bill.com accounts payable platform.

Qualifications

- Bachelor's degree in Accounting, Business Administration, Finance, or a related field preferred; equivalent education and experience considered.
- Experience in accounts payable, bookkeeping, or related accounting experience preferred.
- Experience in a school, nonprofit, or church environment is desirable.
- Strong mathematical aptitude and exceptional attention to detail.
- Excellent organizational, communication, and time management skills.
- Ability to prioritize multiple responsibilities while meeting established deadlines.
- Demonstrated professionalism and sound judgment.

Confidentiality and Ethical Responsibilities

The Director of Finance is entrusted with confidential financial information and must exercise the highest level of discretion at all times. This includes maintaining strict confidentiality regarding:

- Student and family financial information.
- Tuition accounts and payment arrangements.
- Employee payroll, compensation, and benefits information.
- Vendor contracts and financial records.
- All sensitive business office documents and communications.

The employee is expected to comply with all diocesan policies regarding confidentiality, ethics, financial stewardship, and data security.

Mission and Catholic Identity

As an employee of a diocesan Catholic high school, the Accounts Payable Associate is expected to:

- Support and uphold the teachings, mission, and values of the Roman Catholic Church.
- Conduct all responsibilities in a manner consistent with Catholic moral and ethical principles.
- Foster a welcoming and service-oriented environment for students, families, faculty, staff, alumni, benefactors, and visitors.

Physical Requirements

- Ability to sit for extended periods while using a computer.
- Ability to lift and move files or office materials weighing up to 20 pounds.
- Ability to operate standard office equipment.