



## CRISTO REY ST. VIATOR LAS VEGAS COLLEGE PREPARATORY

Cristo Rey St. Viator Las Vegas College Prep (CRSVLV), the Cristo Rey Network school in North Las Vegas, NV seeks a dynamic co-leader to head its business office. The Chief Financial Officer's primary responsibilities include budget planning, business management, financial reporting, human resources, facilities management and general leadership. In addition, the CFO will oversee the general ledger, day to day AR, AP and payroll operations for the school. The CFO is a member of the school's leadership team and provides input and advice to the President on all major management decisions. This exciting opportunity comes at a pivotal point in our school's story as we are about to begin a major construction project to establish our school campus. In August 2019 CRSVLV will open its doors to the first class of students, welcoming 125 Freshman students in this dynamic college preparatory Catholic high school.

CFO candidates should have a BA in Accounting or Finance with 7 or more years of professional, practical experience in small to mid-size organizations. Exceptional spreadsheet skills and a strong familiarity with QuickBooks are required. A passion for our mission ([www.cristoreylasvegas.org](http://www.cristoreylasvegas.org)) and the mission of the Cristo Rey Network ([www.cristoreynetwork.org](http://www.cristoreynetwork.org)) is also a must. Full job description appears below. Salary Open. Position opens June 15<sup>th</sup>, 2018.

Send resumes to Fr. Tom Von Behren, C.S.V. at [tvonbehren@viatorians.com](mailto:tvonbehren@viatorians.com)

### CHIEF FINANCIAL OFFICER

*Reports to: President*

The Chief Financial Officer owns the following areas of responsibility

### HUMAN RESOURCES

Manage all HR duties for the school and work program to include:

- **Benefits**
  - Provide all necessary record keeping for benefits contracts, enrollment forms, applications and rate/pricing information
  - Perform annual reviews/ price comparisons to ensure a competitive and cost-effective package of benefits for employees according to the mission and budgetary constraints of the school

- o Contract vendors and facilitate eligible employee enrollment
- o Communicate changes, updates and information about benefits with eligible employees to include 401k plan, Health Insurance, Term Life coverage and disability cover
- **Payroll**
  - o Keep accurate and up-to-date employment files on all personnel including completed electronic I-9s, W-4's, Virtus training, and other school- or labor-related forms/program certifications
  - o Ensure appropriate payroll processing for employees including accurate salary and income payments, direct deposits, etc.
  - o Issue W2s, ensure appropriate FICA and withholding filings with government agencies
  - o Ensure all employer compliance with tax issues, filings, etc.
  - o Provide individual payroll information as needed to employees or their assigned agents such as mortgage companies, etc.
- **Labor Issues**
  - o Assist Leadership Team in handling labor issues on an individual basis
  - o Seek legal advice from school attorneys when necessary
  - o Coordinate legal or other issues growing out of dismissals, declinations, unemployment, or other labor-related situations with outside entities including Insurance Companies, City State and Federal Agencies and private attorneys, etc.
  - o Provide support to the school and employees regarding visa or other issues
- **Performance Reviews**
  - o Complete annual written reviews on all direct reports to include goal setting, performance evaluation
  - o Coordinate collection and filing of performance reviews for all employees
- **Background Checks**
  - o Coordinate background checks on all employees and volunteers according to school policy, including CWSP drivers, etc.
- **Employee Handbook**
  - o Update handbook as necessary with input from Leadership Team and distribute to all employees
  - o Make recommendations for modifications by staying current with JSEA, Archdiocese, Cristo Rey Network and other secondary educational sources
- **Employment Files**
  - o Maintain up-to-date hiring packets with all appropriate forms necessary to engage new employees for use by all hiring managers
  - o Keep well-documented personnel files on all employees as required by law and to protect the school and work program

## FINANCIAL MANAGEMENT

- **Accounts Payable/Accounts Receivable**
  - o Ensure that all AP/AR responsibilities are carried out in a timely and accurate manner for the High School, Work Program and Special Projects checking accounts
  - o AP duties include timely payments to vendors via check drafts, direct deposits

and electronic transfers, keeping a secured inventory of check stock and other payment materials, establishing retail credit as necessary and ensuring that Cristo Rey takes full advantage of its tax-exempt status in purchasing, and avoiding late charges and service fees whenever possible

- AR duties include collecting tuition payments, processing student financial assistance (see below), invoicing and collecting Work Study Program Sponsors payments according to contract provisions, coordinating and reconciling donations with the Development Office and depositing receipts
- **Financial Assistance**
  - Look for ways to continue to refine the financial assistance decision formula and process to ensure it achieves its needs-based goal as objectively as possible, making decisions/determinations using a systematic approach
  - Establish and stay within annually budgeted parameters of giving
  - Coordinate the communication and awarding of Assistance to students and families in a culturally sensitive manner
- **General Ledger**
  - Manage ledger entries to ensure appropriate record keeping according to GAAP
- **Reconciliations**
  - Ensure that all accounts are reconciled monthly and that any significant discrepancies are resolved or explained and documented
- **Regular Meetings**
  - Hold regular meetings with staff as a group and on an individual basis
  - Ensure staff attendance at organizational meetings as determined by the Leadership Team
  - Ensure staff participation in other organizational events such as masses, retreats, etc. whenever appropriate
- **Cash Management**
  - Manage cash accounts to ensure adequate daily funding of checking accounts, etc. to cover financial obligations of the organization
  - Anticipate and plan for cash needs by scheduling and executing inter-account transfers as needed
  - Maximize earnings of interest bearing accounts
- **Investments/Endowment**
  - Serve as Cristo Rey's management representative on the Board's Investment sub-committee, making recommendations to the committee when appropriate
  - Manage accounts, negotiate fees and provide accurate reports as needed for internal and board management, incorporate investment earnings into financial statements and reports
  - Ensure that Cristo Rey policies are followed when booking restricted/endowment funds and that individual scholarship funds are reported appropriately for Development Office/donor needs
  - In the event of a bond issue, explore, analyze and recommend any appropriate investment advisors or services to handle the offsetting assets of the school
- **Budgeting**
  - Work with Leadership Team and President to draft annual budget for presentation and approval by the Board
  - Establish parameters and provide management reports as needed

- o Communicate potential issues with Leadership Team as appropriate
- o Personally, prepare annual budgets for the business office and facilities/maintenance department
- **Risk Management**
  - o Review property and casualty coverages annually with Cristo Rey's risk manager to ensure adequate protection for Property, Plant and Equipment
  - o Compare pricing between insurance providers to establish competitive rates
  - o Review liability coverages annually with risk manager to ensure adequate protection for students, employees, directors & officers, etc.
  - o Keep appropriate levels of Worker Compensation coverage in force for both full-time employees and student employees in the Work Study Program
  - o Revise school's current position on Unemployment to ensure appropriate compliance consistent with school's identity and mission
- **Special Financing**
  - o Assist the Board's Executive and Finance Committees with gathering information, negotiating possible pricing, communicating upside and downside potential and making a recommendation to the Board regarding New market Tax Credits
  - o Provide on-going support to maintain compliance with the program should it go forward
  - o Investigate, evaluate and recommend other opportunities for the school to secure alternative income streams through asset leasing, or other arrangements
- **Bank Relations**
  - o Serve as the primary financial contact for Cristo Rey
  - o Foster close, professional and advantageous relations with bank service providers on behalf of Cristo Rey
  - o Review existing relationships on a regular basis and make recommended changes as necessary
- **Service Contracts**
  - o Serve as the ultimate administrator for service contractors engaged by the school, negotiate contracts as needed and ensure proper performance of same

## REPORTING

- **Board Reports/Statements & Board Participation**
  - o Prepare and present all regular and ad hoc financial reports for use by the Board and its subcommittees, including quarterly and year-end financial statements, coordinate reports with the Director of Development, Director of the work study program and the President as appropriate
  - o Attend all Board Meetings, Finance & Development Meetings and other Board related meetings as directed by the President
- **Internal Management Reports**
  - o Develop and produce regular monthly management reports in a timely manner for use by the Leadership Team, assist Leadership team in analyzing financial data

- o Provide customized budget and actual reports for the Development Office as needed for grants and other charitable foundations or donors
- **Audit**
  - o Facilitate a timely and professional audit process with outside auditor
  - o Negotiate accounting services on behalf of the school and work program and review the performance of school's outside accountant against appropriate standards to ensure quality, cost effective results
  - o Distribute and communicate findings of audit with Leadership Team, Board and other appropriate, vested entities such as donor foundations, etc.

## FACILITIES

- **Staffing**
  - o Ensure adequate staffing for maintenance and janitorial services to provide quality care for the school grounds and facilities, within budget parameters
- **Maintenance Planning**
  - o Create and implement an annual and multi-year schedule for care and replacement of major systems and building features (e.g., carpeting, boiler repair, roofing, HVAC, etc.)
  - o Maintain a regular inspection and maintenance schedule for all building equipment, coordinate emergency repairs as needed
- **General Upkeep**
  - o Direct staff to keep building in good repair and perform preventative maintenance whenever possible to preserve a quality learning environment
- **Cleaning Service & Other Contractors**
  - o Look for cost effective outsourcing opportunities related to cleaning, landscaping, window washing, snow removal, etc.
  - o Negotiate contracts and review annually, budget accordingly
  - o Ensure proper quality of services to the school
- **Property Issues/Taxes**
  - o Investigate and resolve any issues related to real estate ownership, tax liabilities or other issues related to the school's property ownership
- **Equipment Warranties/Service**
  - o Ensure adequate maintenance to keep all school warranties active, taking advantage of the rights provided as necessary
- **Keys/Security**
  - o Manage all access, security and safety issues related to the physical campus including after hours access, opening and closing campus buildings, reserving spaces for special events, etc.
  - o Inspect security and fire/safety systems regularly to ensure proper functioning

## GENERAL LEADERSHIP

- **Internal & External Representation**
  - Attend and actively participate in all Leadership Team meetings
  - Attend, report and provide expert support for Board Meetings and the Board's Finance and Building Committees' meetings as directed by the President
  - Attend and participate in school-related professional associations (such as CASBA, OCE, Cristo Rey Network, Schools That Can, etc.) as directed by the president
  - Promote the school to outside visitors at school events & activities, fundraising events, and in other social events whenever possible
- **Faith**
  - Participate in developing the school's culture, including being a faith leader at school masses, prayer services and retreats when appropriate
  - Participate in annual faculty staff retreat
  - Model conduct consistent with Church values, personal integrity, transparency and honesty
- **Other**
  - Perform other duties as directed by the President

## REQUIREMENTS

- **Overall**
  - Bachelor's Degree in Accounting, or Finance
  - 7 years of comparable experience
  - Proven knowledge of all applicable software tools needed to perform the above work
  - Demonstration through the interview process of possessing necessary communication skills; written and verbal
  - Acceptable references from prior employment and must pass background and other testing required for employment in education

(06/12/2018)