



Saint Philomena School

OF THE SACRED HEART

POSITION DESCRIPTION

TITLE: Director of Finance and Operations

REPORTS TO: Head of School

CLASSIFICATION: Full-time / Exempt

Saint Philomena School of the Sacred Heart is a Catholic independent school serving students and families from preschool to grade 8. Founded in 1953 by the Sisters Faithful Companions of Jesus and now sponsored and animated by the Religious of the Sacred Heart, the community educates the heart, mind, body and spirit of all God's children. Our mission is to foster the courage and confidence of children to discover, develop and use their God given gifts and talents to transform the world for good.

Reporting directly to the Head of School, the Director of Finance and Operations is a key member of the School Management Team and is responsible for providing strong financial and operational leadership, ensuring financial integrity, and advancing the mission of the school in collaboration with the school administration.

RESPONSIBILITIES:

- Manage all functions including: salary and payroll, billing, collections, tuition management, employee benefits, cash flow, budgeting and accounting analysis and insurance
- Direct all purchasing and contracting functions and manage vendor payments accordingly
- Manage debt relationships and payments
- Coordinate Capital Expenditures
- Prepare the monthly and annual financial reporting
- Prepare monthly account reconciliations including bank reconciliations
- Coordinate transactions with respect to investment funds
- Execute a budgeting process as directed by the Head of School
- Coordinate external annual audit process
- Coordinate and oversee all insurance coverage and services
- Serve as principal contact for all financial related inquiries
- Manage vendor services for campus operations (cleaning, grounds work, utilities)
- Assume responsibility for reporting and compliance functions with the Sacred Heart Network of Schools, School Board, Diocese and governmental and regulatory bodies.
- Engage with Board Finance Committee, Buildings and Grounds Committee and Institutional Advancement Committee
- Maintain relationship with the Network of Sacred Heart of Schools, ISARI and other professional affiliations that advance the school
- Prepare materials, reports and documents as requested by the Head of School
- Other duties as assigned by the Head of School

REQUIREMENTS:

- Bachelor's degree in Accounting
- A minimum of three to five years' experience
- Solid organizational, interpersonal, oral and written communications skills.
- Computer proficiency: accounting systems software, Google suite, Microsoft Office Suite .
- Ability to function independently and prioritize multiple projects.

FUNCTIONAL COMPETENCIES:

- *Mission-Driven*: Passionate about serving in a Catholic, Sacred Heart, educational community committed to supporting and inspiring young people; aligned with the school's mission
- *Leadership/Integrity*: Effectively communicates the school's mission; builds trust among colleagues; is accountable; lives up to commitments.
- *Team Player/Commitment to Cause*: Understands the big picture and manages the position's areas of responsibility in a manner consistent with the school's strategic vision.
- *Interpersonal Skills*: Relates to students, colleagues, and families in a cooperative manner that helps others to achieve their best.
- *Productivity/Organizing/Planning*: Meets deadlines, demonstrates effective use of time, and handles multiple assignments simultaneously.
- *Willingness to Acknowledge Areas for Growth*: Understands need for growth and is receptive to constructive feedback.

PROCESS:

Interested applicants should promptly email cover letter and résumé to:

Brian Cordeiro
Head of School
Saint Philomena School of the Sacred Heart
bcordeiro@saintphilomena.org

Notice of Equal Employment Opportunity

Saint Philomena School of the Sacred Heart is committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, national origin, gender, disability, military status, genetic information, or age, or any other legally protected characteristic. Saint Philomena School of the Sacred Heart complies with applicable state and local laws governing nondiscrimination in employment.