
POSITION DESCRIPTION

POSITION TITLE:	Director of Finance
SUPERVISED BY:	President
FLSA STATUS:	Exempt, Full-Time Regular, 12 month
EFFECTIVE DATE:	January 2020

Sacred Heart Cathedral Preparatory (SHC) is a Lasallian Vincentian Catholic, co-educational college preparatory secondary school located in the heart of San Francisco, California. We provide academically rigorous, vibrant learning grounded in social justice and emerging / 21st century pedagogy. Our entire community is committed to cultivating each student's unique talents and passions, providing myriad opportunities for students to discern and realize their individual intellectual, artistic, athletic, social, and spiritual potential. SHC is a San Francisco Archdiocesan High School that is cosponsored by the De La Salle Christian Brothers of the San Francisco New Orleans District (SFNO) and the Daughters of Charity of St. Vincent de Paul of the Province of the West.

Mission Statement:

Inspired by the Daughters of Charity and the De La Salle Christian Brothers, in partnership with families, Sacred Heart Cathedral Preparatory's mission is to provide the finest education in an inclusive Catholic community of faith. We prepare our high school students to become service-oriented leaders with a commitment to living the Gospel

Position Summary: The Director of Finance provides guidance to the President of Sacred Heart Cathedral Preparatory regarding the overall financial policies and business practices of the School and the Archdiocese of San Francisco. This position is responsible for the financial business of the school as well as those strategic initiatives to assure effective and efficient resource management. The Director of Finance serves as a member of the executive leadership council of Sacred Heart Cathedral Preparatory.

The Director of Finance supervises: 4.0 FTE- Accounting Manager, Payroll Administrator, Accounts Receivable/Payable, Tuition Receivable Accountant- subject to change based on organizational needs.

Essential Duties and Responsibilities:

Policies & Procedures

- Implements all policies and procedures related to the business operations of the school, (ie: financial management, risk management, and management of fixed assets).
- Advises President, Principal, VP of Advancement and Admissions and Board of Regents on all business-related matters.
- Advises the President and Board of Regents on the development of short-, medium-, and long-term financial plans and projections.

- Manages and monitors financial operations to ensure compliance with all policies, procedures and reporting requirements including those of the Archdiocese of San Francisco.
- Keeps abreast of all current legislation, regulations, and business practices affecting SHC's financial operations.

Business Operations

- Supervises the accounting and risk management functions of the School's Business Office, establishing an effective team dynamic.
- Supervise and provide regular feedback and evaluation of Business Office staff.
- Develops and implements process improvements to increase effectiveness and efficiencies in financial operations.
- Monitors the control environment and identifies areas to enhance internal controls.

Budget/Financial Management

- Working with the Finance team, formulates and submits a proposed school budget to the President, the Finance Committee and the Council to the Governance Board on an annual basis.
- Monitors individual and department accounts to ensure compliance.
- Provides monthly reports on budgetary performance to the President and appropriate school officers.
- Develops and provides financial information/reports to the Board of Regents as requested and in a timely manner for regularly scheduled meetings of the Finance Committee.
- Stays up to date on new developments and changes to Generally Accepted Accounting Principles in the Non-Profit Sector.
- Oversees cash, asset management and monthly cash flow. Monitors the School's endowments, investments and cash maintained by the Archdiocese of San Francisco
- Oversees and keeps current an inventory of all fixed assets and, in consultation with the President and Director of Campus Operations, oversees a schedule of upgrade and replacement of fixed assets.
- Supervises the annual independent audit of the School's financial statements.
- Reviews and approves school vendor contracts (valued under \$5,000). Reviews and recommends action to the President school vendor contracts (valued above \$5,000).

Campus Operations

- Develops the capital and deferred maintenance budgets in coordination with Administration and the Director of Campus Operation.
- Oversee construction management and related budgets in conjunction with the President, Principal, and Director of Campus Operations.
- Facilitates approved strategic initiatives and supports the Building Committee of the Board of Regents.

Risk Management

- In conjunction with the Archdiocese of San Francisco, ensures that appropriate insurance coverage is in place.
- Recommends and develops procedures on limiting exposure to liability and risk to the health and safety of students, employees, and campus guests.

Human Resources

- Working in conjunction with the Director of Human Resources and the Archdiocese of San Francisco, oversees employee payroll issues.
- Liaison with the Archdiocese of San Francisco on financial legal matters related to payroll and personnel.

Board of Regents

- Serves as a general consultant to the Board of Regents as well as the Council to the Governance Board on all areas of fiduciary responsibilities.
- Serves as staff liaison to various committees, which includes the Finance Committee.
- Collaborates with President, Finance Committee Chair, Council to the Governance Board and the Archdiocese of San Francisco on all financial related matters.

Communication and Relationships

- Works closely with the President, the Principal, the VP of Advancement and Admissions and the leadership team on financial matters.
- Fosters and maintains excellent business relationships with all school constituents, including administration, advancement, admissions, academic office, athletics, parent organizations and trustees.

Qualification and Skills:

- Must possess strong analytical and interpersonal skills.
- Excellent written and public speaking ability in order to communicate effectively.
- Must be capable of serving in a leadership and supervisory role, and have the ability to set and meet goals in a timely manner.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles in the Non-Profit sector.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to motivate co-workers to produce quality materials within tight timeframes and simultaneously manage several projects.

Education and/or Experience:

- CPA required.
- A minimum of ten years of experience in the field of finance or accounting, with several years in management at a level of major decision-making role, preferably in a non-profit or educational setting.
- Experience in strategic planning and execution.

Computer Skills:

To perform this job successfully, an individual must be proficient in Microsoft software applications, Google Suite/Gmail and internet usage, and; database management. Must be proficient with General Ledger and related software programs.

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel as well as talk and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand and walk. The employee may lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

SHC is an equal opportunity employer. The Archdiocese of San Francisco will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background investigation. The Archdiocese of San Francisco will consider for employment qualified applicants with criminal histories.

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Application Process

If interested in this exciting job opportunity, please forward your resume, cover letter and two letters of reference from current and past supervisors by December 20, 2019.

All application materials can be forwarded to:

Ms. Laura Canaya, Director of Human Resources

Lcanaya@shcp.edu