



Jesuit High School

Sacramento, CA

POSITION TITLE: *Chief Financial Officer*
DEPARTMENT: Business Office
FLSA STATUS: Exempt, Full Time

Statement of Mission

Jesuit High School of Sacramento is a Roman Catholic college preparatory dedicated to forming competent young men into conscientious leaders in compassionate service to others for the greater glory of God.

REPORTING RELATIONSHIPS:

The Chief Financial Officer reports to and serves at the discretion of the President of Jesuit High School.

The Controller, Director of Human Resources, Risk Management/Accounts Payable Coordinator, Accounts Receivable Coordinator and the Business Office Administrative Assistant report to the Chief Financial Officer.

POSITION SUMMARY:

The Chief Financial Officer provides guidance to the President of Jesuit High School regarding the overall financial policies and business practices of the School. This position is responsible for all financial and business related activities to assure effective and efficient resource management. The Chief Financial Officer serves as a member of the executive leadership team of Jesuit High School.

ESSENTIAL DUTIES AND ACCOUNTABILITIES:

Policies & Procedures

- Establishes and implements all policies and procedures related to the business operations of the school, including human resources, financial management, risk management, and management of fixed assets.
- Advises President, Board of Trustees, and Principal on all business-related matters.
- Advises the President, Board of Trustees on the development of short-, medium-, and long-term financial plans and projections.
- Monitors operations to ensure compliance with all policies and procedures.
- Keeps abreast of all current legislation, regulations, and business practices affecting the School's operations.

Operations

- Supervises the accounting, human resources, and risk management functions of the School's Business Office, establishing an effective team dynamic. Provides regular feedback to, and evaluation of, Business Office staff.
- Prepares monthly financial statements and reports for use by the Board of Trustees and school management.
- Oversees financing strategies and activities, as well as banking relationships.
- Conducts periodic studies on the effectiveness of business and financial policies and programs to provide insight into Jesuit High School's operations. Makes recommendations for improvement when necessary.
- Supervises an annual independent audit of the School's financial statements.
- Oversees cash, investment, and asset management and monitors the School's investments and cash flow on a monthly basis.
- Reviews and approves school vendor contracts (valued under \$10,000) Reviews and recommends action to the President of Jesuit High School of school vendor contracts valued above \$10,000.
- Oversees and keeps current an inventory of all fixed assets and, in consultation with the President and Board of Trustees, oversees a schedule of upgrade and replacement of depreciated fixed assets.

Budget/Financial Management

- Working with the Controller, formulates and submits a proposed school budget to the President and the Board of Trustees on an annual basis.
- Monitors individual and department accounts to ensure compliance with the budget.
- Provides monthly reports on budgetary performance to the President and appropriate school officers.
- Provides financial information/reports to the Board of Trustees as requested and in a timely manner for regularly scheduled meetings of the Finance Committee and other meetings of the Board of Trustees.
- Stays up to date on new developments and changes to Generally Accepted Accounting Principles in the Non-Profit Sector.

Risk Management

- Supervises the operation of the Risk Management Office.
- Determines and 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, oversees employee benefits, retirement plan, personal issues and is liaison on legal matters.
- Consults with faculty and classified employee representatives on matters related to compensation and benefits.
- Makes recommendations to the President and the Board of Trustees regarding all aspects of Human Resources.

- Stays current on new developments, practices, regulations and legislation in the human resources field.

Board of Trustees

- Serves as general consultant to the Board on all areas of accountability of the Chief Financial Officer.
- Serves as staff liaison to various sub-committees to the Board of Trustees, which include the finance, investment, audit, facilities and personnel committees.
- Works with secretary/treasurer of corporation on all financial related matters.

COMMUNICATIONS AND RELATIONSHIPS:

- Works closely with the President, the Principal, and the Director of Development on financial matters.
- Fosters and maintains business relationships with school support groups, including Loyola Guild and Boosters Club.

EXPERIENCE, COMPETENCIES AND EDUCATION:

A minimum of ten years of experience in the field of finance or accounting, with several years in a major decision-making role.

Experience in strategic planning and execution. 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.

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.

Must be proficient in a variety of software programs including Microsoft Office Suite. Must become familiar with the Financial Edge software suite.

These competencies are normally acquired by the achievement of a Business, Finance or Accounting degree from an accredited college or university.

Other applicable competency or equivalent work experience may be considered.

PHYSICAL REQUIREMENTS:

Ability to sit for long periods of time. Perform daily activities from a desk. Operate a computer and various other office equipment. Capable of working prolonged hours on occasion. Attend evening and weekend events.

SALARY AND BENEFITS:

Generous salary dependent upon experience and an excellent employer-paid benefits package.

APPLICATION PROCESS:

If interested in this exciting job opportunity, please forward your resume, cover letter, a completed Staff Application, and two letters of reference by March 12, 2018.

A Jesuit Staff Application can be found on our website: www.jesuithighschool.org/job

All application materials can be forwarded to:

Beth K. Tegge, PHR
Director of Human Resources
Jesuit High School
1200 Jacob Lane
Carmichael, CA 95608
916-482-6060 x251

Beth.Tegge@jesuithighschool.org

Deadline for applications is March 12, 2018.