



Catholic Diocese of Evansville  
Catholic Schools Office  
4200 N. Kentucky Ave • P.O. Box 4169  
Evansville, Indiana 47724-0169  
Phone: (812) 424-5536 • Fax: (812) 424-0973  
Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** [Mater Dei](#)

**Contact Name:** [Julie McGrew](#)

**Contact Phone Number:** [812-421-5717](#)

**Contact Email:** [jmcgrew@evdio.org](mailto:jmcgrew@evdio.org)

**Date Posted:** [11/11/2024](#)

**Date Closed:** [Until Filled](#)

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**Job Type:** [Non-Certified](#)

**Employment Type:** [Full-Time](#)

**Title/Position:** [Financial Controller](#)

**Grade Level/Subject Area:** [Salary](#)

**Start Date:** [Undetermined](#)

**Job Description/Responsibilities:**

**Summary:**

**The Financial Controller is the primary financial agent of the school and reports directly to the President. The Financial Controller is responsible for the sound financial standing of the school and works with the President and the Finance Committee to achieve this goal. In addition, the Financial Controller administers several Human Resource duties.**

**Essential Job Functions:**

**Financial Responsibilities:**

- **Provides overall leadership for responsible financial stewardship and appropriate financial reporting to the President, President's Council, Evansville Catholic High Schools Coordinating Council, governmental agencies, and various other school constituents as appropriate.**
- **Prepares quarterly financials for distribution to the President, Finance Committee, and President's Council.**
- **Manages tuition billing and collections using 3rd party online platform FACTS Management.**
- **Works with the President in planning for and preparing the annual school and athletic budgets**
- **Works with Enrollment Manager on student tuition assistance reporting and awards.**
- **Collaborates with the Director of Finance & Operations of Reitz Memorial High School to provide support for the Administrator of the Evansville Catholic High Schools (ECHS) Coordinating Council as requested.**
- **Supervises and evaluates the Business office employees and Cafeteria Manager.**
- **Supervises the day-to-day operation of the Business office including accounts payable and receivables, student lunch accounts, athletic and club account purchases and deposits.**
- **Approves all purchases for the school.**
- **Monitors and reconciles all banking and investment accounts.**

- Ensures compliance with school and diocesan policies and procedure, and federal, state and local laws and regulations where applicable.
- Reviews and monitors all school contracts with outside vendors.

**Human Resource Responsibilities:**

- Prepares new annual contracts, increase letters for faculty and staff as per the direction of the President.
- Works with President, Assistance Principal and Athletic Director with job postings, interviews, hiring and required employee documentation for Diocese.
- Administers Employee Benefits and Open Enrollment.
- Administers Family Medical Leave Act (FMLA) filing and reporting.
- Manages and records employee paid time off.

**Required Skills:**

- Budgeting, forecasting and financial analysis
- Accounting and working with General Ledgers
- Minimum of five years working experience in accounting or finance

**Desirable Skills:**

- Strong supervisory, communication, and computer software skills
- Experience with QuickBooks
- Human Resource and payroll processing experience
- Experience with Microsoft Office applications

**Education Requirements:**

- Minimum of Bachelor's Degree in accounting, finance, or related field. Preference given to CPA's and individuals with an MBA.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

**Qualifications:**

**Required Skills:**

- Budgeting, forecasting and financial analysis
- Accounting and working with General Ledgers
- Minimum of five years working experience in accounting or finance

**Desirable Skills:**

- Strong supervisory, communication, and computer software skills
- Experience with QuickBooks
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**Education Requirements:**

- Minimum of Bachelor's Degree in accounting, finance, or related field. Preference given to CPA's and individuals with an MBA.

**Additional Instructions:**

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

## **Application Instructions:**

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at [csso@evdio.org](mailto:csso@evdio.org).

**Application Packets** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>