



## JOB DESCRIPTION

<b>Position Title</b>	<b>Director of Finance and Operations</b>
<b>FLSA Classification</b>	<b>Exempt</b>
<b>Reports To</b>	<b>President</b>

### Position Summary

The Director of Finance and Operations is the Chief Financial Officer of the school and reports directly to the President. The Director of Finance and Operations is responsible for the business operations of Reitz Memorial High School including financial, facility and human resources. They are also responsible for overseeing Information Technology and facility maintenance. This position is a part of the school's administrative team.

### Essential Job Functions

*Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.*

#### Fiscal Services

- Oversee the day-to-day operations of the Business office which includes student billing, cash receipts, accounts payable, payroll/taxes, financial aid, ordering supplies and petty cash.
- Provide leadership for financial stewardship and all financial reporting for RMHS and the affiliated organizations.
- Advise the President on short-term and long-term financial objectives, fiscal policies, and actions, and manage cost-reduction and containment activities.
- Prepare financial reports and explain significant variances to budgeted revenues and expenses.
- Monitor and reconcile all banking and investment accounts.
- Review all purchase requests to ensure adherence to the budget and purchasing guidelines.
- Assist in preparing the annual school budget and assist in preparing employment contracts for faculty and staff.
- Review vendor contracts, monitor the adherence to the contracts, and review all legal documents arising from contractual agreements.
- Assist in writing, communicating, and executing all school financial policies and regulations; ensure compliance with Indiana Charitable Gaming laws for fundraising activities.
- Ensure compliance with school and Diocesan policies and procedure, and federal, state and local laws and regulations where applicable.

#### Facilities Services

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- Provide managerial oversight of the facility maintenance and custodial staff; and manage and monitor the facility maintenance, repair and replacement plan.
- Manage insurance policies, renewals, and claims in accordance with diocesan policies.
- For major capital projects and repair and replacement projects, obtain cost estimates, solicit and evaluate bids, award bids based on proper approval, oversee work and approve invoices for payment.
- Provide management and oversight of rented property operations.

### **Information Technology**

- Provide managerial oversight of the IT Support Specialist; and manage and monitor the IT maintenance, repair and replacement plan.
- Manage all equipment needs and resources for the school including computers, printers, copier, and phone systems.

### **Human Resources**

- Administer the school salary and benefit policies including payroll processing.
- Direct, supervise and evaluate the performance of employees performing financial reporting, accounting, billing, collections, payroll and budgeting duties.
- Recommend and implement staff professional development and training.
- Serve as the Youth Protection Coordinator.
- Assist with hiring and selection of key personnel in collaboration with the President.

### **Administrative Services**

- Collaborate with the Business Manager of Mater Dei High School to provide support of the Administrator of the Evansville Catholic High Schools Coordinating Council.
- Collaborate with the Business Manager of Mater Dei High School to ensure compliance with appropriate governmental agencies all necessary reports related to gaming activities and manage and maintain all records related to those activities operated on behalf of the Evansville Catholic High Schools.

### **All Other Duties as Assigned**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

### **Competencies / Skills**

- Demonstrated knowledge of accounting and finance management.
- Strong leadership / supervisory skills including performance management / accountability, conflict resolution, interpersonal skills, and diplomacy.

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- Must be able to effectively communicate to a variety of audiences and present information in group meetings.
- Accounting and business knowledge, experience in the education field, and keen organization and communication skills.
- Demonstrated understanding of the complexities of school-based management (SBM), and how to delegate the decision-making process for the institution away from district offices into the hands of the school itself.
- Must be familiar with an educational institution's policies and procedures, as well as their goals, budget needs, and growth projections.
- Strong proficiency with computer software including Microsoft Office suite.

### Qualifying Work Experience

- At least five (5) years of previous experience in accounting, finance, and operations in business, education, or governmental agencies.
- Experience in supervising electronic budget and accounting systems.

### Required Education and Licensures

- Bachelor's degree and related experience in any of the following areas: Business Administration, Accounting, Finance, or Educational Administration.
- Master's degree in business (MBA) or a related field preferred.
- Clean background check

### Work Environment

Work is generally performed in an office environment with exposure to computers and office equipment.

### Physical Requirements

- Ability to perform work while sitting at a desk, interfacing with computers for extended periods of time.
- Ability to walk and ascend and descend stairs in a safe manner.
- Ability to mentally concentrate.
- Ability to perform lifting, carrying weight up to 35 pounds.
- Fine motor skill dexterity for keyboarding, typing, writing, and filing documents.
- Ability to hear, and to speak clearly and distinctly when communicating
- Adequate visual acuity to perform duties.

This job description has been approved by:

Manager \_\_\_\_\_ Date \_\_\_\_\_

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Employee signature below indicates the incumbent's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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