



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

JOB POSTING

Job Title: Director of Finance

Reports to: President

POSITION PURPOSE

The Director of Finance works with the President, Principal, and the Board of Trustees to oversee all financial aspects of the school.

MISSION

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

PRIMARY DUTIES

- Supports and promotes the mission, vision and core Ursuline values of St. Ursula Academy.
- Supports the Strategic Plan as indicated.
- Develops the annual budget and monitors ongoing expenditures providing reports as required.
- Prepares monthly financial statements for the school and the Foundation including general ledger entries as well as necessary reports and work papers for annual financial review.
- Oversees all activities related to tuition. Accounts for scholarships, grants and other discounts including the Student Work Program and FACTS tuition program and FACTS monthly payments as well as monitoring of GPAs for academic merit awards.
- Coordinates all elements of cash management including the collection and transferring of funds and maximizing investment returns.
- Coordinates the faculty/staff compensation process including faculty contracts.
- Responsible for leading the Cafeteria department.
- Preparation of financial information related to the Merici Society, Arrow Booster Club, Arrow Cards sales, Ed Choice, Jon Peterson Scholarship Program and Athletic ticket and fee collection.
- Monitors all financial functions of the institution and its primary relationship with Signature Bank.
- Maintains property and equipment record keeping for the institution, including purchases and sales, depreciation, and leases.



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- Oversees the activities of the St. Ursula Academy Foundation including monitoring investments and scholarships. Reports information to the Board.
- Oversees the Assistant to the Finance Director who completes payroll, benefits administration, monthly bank reconciliation and handles accounts payable.
- Serves as primary resource for human resource questions and best practices.
- Fulfills additional responsibilities as requested and indicated by the President.

EDUCATION

A degree in Accounting and minimum of five years experience is required. Certified Public Accountant or Master's degree a plus. Supervisory experience is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Practicing Catholic preferred with a passion for and knowledge of Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs.
- Proficient with technology, with ability to become proficient in Financial Edge software.
- Active listener with excellent interpersonal, oral and written communication skills.
- Be comfortable with holding parents accountable for meeting tuition agreements.
- Be a proven self-starter, able to work as a member of a team, and willing to assume responsibility for all financial elements of the institution.
- Demonstrates strengths and success in leading and managing people, projects, processes, and change with a genuine desire to empower, and motivate others.
- Be able to set, and work toward financial objectives as approved.
- Be able to fulfill all requirements of the Strategic Plan relating to Finance.
- Be proficient in general accounting functions.
- Demonstrates flexibility in working hours to support the events and activities of the institution.
- Be a person of integrity and maturity.
- Exhibit a high degree of accuracy and attention to detail.

Rate of Pay: Commensurate with experience

Contact Information:

Please respond by submitting cover letter and resume by **January 17, 2019** to Mary Galvin, Executive Assistant to the President; mgalvin@toledosua.org.