



St. Joan Antida High School

Job Description

Title: Director of Finance and Operations

Supervisor: President

Supervises: Business Office Manager

Status: Full Time: August thru mid-June; Part Time: mid-June thru July; exempt, Salary

General Hours: 8 AM-5 PM; occasional evenings and weekends as needed

Founded in 1954, St. Joan Antida High School (SJA) prepares and empowers young women to lead and serve in a global society. As Wisconsin's only all-girl International Baccalaureate (IB) World School, SJA provides a student-centered, college-preparatory education to young women in grades 9-12. Located in downtown Milwaukee and sponsored by the Sisters of Charity of St. Joan Antida, SJA offers a Catholic, values-based approach with an educational model focused on academic quality, personalized attention, and leadership development.

For more information, please visit www.saintjoanantida.org/careers

Position:

The Director of Finance and Operations is an integral part of the SJA leadership team and reports to the President. The successful candidate will be a hands-on contributor in the areas of accounting and finance, facilities, human resources and administration and coordinates the activity of our outside IT professionals. The Director of Finance and Operations plays a critical role by providing the right information and resources to the entire staff at SJA as we continue to enhance our quality programming and help our students secure a bright future. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities:

Financial Management

- Create monthly financials in an accurate and timely manner
- Oversee as well as participate in book-keeping activities
- Assemble financial reporting materials
- Oversee all accounting for programs and grants
- Coordinate and lead the annual audit process with external auditors and the finance committee
- Ensure effectiveness of internal accounting controls
- Oversee and lead annual budgeting and planning process in conjunction with the President
- Administer and review all financial plans and budgets and monitor changes
- Manage organizational cash flow and forecasting
- Update and implement all necessary business policies and accounting practices
- Effectively communicate and present the critical financial matters to the board of directors

Human Resources and Administration

- Ensure compliance to our policies and programs
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures
- Manage our compensation and benefits programs
- Work closely and transparently with all external partners including third-party vendors and payroll administrators
- Provide administrative assistance, including oversight of facility vendors and contracts, and establishing and managing vendor accounts and relationships
- Oversee the food service and janitorial operations

Facilities

- Ensuring that the school site is maintained as a safe and clean environment
- Contract with appropriate contractors to keep the facilities operating in a smooth and efficient basis

IT

- Coordinate efforts with our outsourced IT vendors to maintain the school's IT systems, support the operations and the needs of the students

Qualifications:

- Bachelor's degree in business, accounting, or administrative-related field
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- Familiarity with QuickBooks
- Able to take ownership and drive activities to completion
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats and prioritize work demands
- Personal qualities of integrity, credibility, and dedication to the mission of SJA

For All Employees:

- Support of and commitment to the mission and vision of SJA
- Contribute to discussions and ideas impacting the learning environment at SJA while maintaining professionalism and respect
- Collaborate and communicate in an appropriate, timely, professional manner
- Establish and model behaviors that promote high expectations for students, staff, and faculty
- Model the importance for lifelong learning through commitment to ongoing professional development
- Develop, nurture, and maintain relationships that promote respect and success for all
- Know, serve, and live in accordance with the teachings of the Catholic faith
- Abide by all policies, procedures, and the employee handbook
- Demonstrate stewardship in the use of material and financial resources
- Perform other duties as assigned by the President

Physical Demands:

- Must be able to lift up to 25 lbs.
- Must have correctable hearing and sight
- Must be able to work independently
- Must be able to work with all common office equipment