

DePaul



CRISTO REY
HIGH SCHOOL

Job Title:

Chief Financial Officer

EEO-1: 11-1011 – Exec./Senior Officers & Managers

EEO-1: 0010 – Officers and Managers

Work Location: 1133 Clifton Hills Avenue, Cincinnati, OH 45220

Division/Department: 2100 - Admin

Reports to: President

Full-time X
Part-time

Exempt X
Non –exempt

Hourly
Salary X
Contractor

10 Month
12 Month X
Contractor

DePaul Cristo Rey High School Summary:

The mission of DePaul Cristo Rey High School is to prepare and guide students to become high school and college graduates who flourish. Our Catholic, college preparatory curriculum and innovative work study program combine to form young women and men of integrity, faith, tenacity, and purpose. DePaul Cristo Rey High School is unique among high schools in the Greater Cincinnati area. We offer academic excellence in the context of faith, a hallmark of Catholic education, and do even more. DePaul Cristo Rey opens the doors of opportunity to hundreds of young people for whom a private, Catholic high school education may seem beyond reach. It is a school built upon a proven model of success.

DePaul Cristo Rey High School educates young people from various religious backgrounds and cultures to become men and women of knowledge, faith, purpose, and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life. DePaul Cristo Rey High School is a member of the Cristo Rey Network, a national association of high schools that provide a quality, Catholic, college preparatory education to students from families with limited financial resources.

Role Summary:

The Chief Financial Officer (CFO) is responsible for all activities related to the school's business and financial management, financial controls, budgeting and reporting, as well as human resources, information technology and general operations. The ideal candidate will be a strategic business partner with strong interpersonal skills and high integrity. The CFO supports the unique mission of the school as a sponsored ministry of the Sisters of Charity of Cincinnati and a member of the Cristo Rey Network of high schools. The CFO reports to the President and is a member of the school's Executive Leadership Team.

Essential Duties and Responsibilities:

- Oversees all financial activities for the school, including accounting, treasury management, financial reporting, risk management, and budgeting and forecasting.
- Works collaboratively with the Executive Leadership Team (President, Principal, Director of Admissions, Vice President of Advancement, Director of Communications and Marketing, Director of Admissions, Executive Director, Corporate Work Study) and the Board of Directors.
- Supports the President and the Executive Leadership Team as a strategic business partner to develop and implement short- and long-range departmental and school-wide goals, objectives, policies and operating procedures.
- Drives the annual budgeting process in coordination with the Executive Leadership Team, the Finance Committee and Board.
- Participates in Board, Finance and Investment Committee meetings and regularly reports financial results, activities, and issues to the Finance Committee.
- Evaluates the financial performance of the school relative to operational goals, budgets and forecasts. Identifies opportunities to use resources more efficiently while supporting the overall mission of the school.

- Ensures compliance with all relevant local, state, federal, Cristo Rey Network, Archdiocesan, and Sisters of Charity reporting requirements and adherence to the Sisters of Charity Sponsorship Manual.
- Directly responsible for all general ledger activity to ensure timely and accurate financial reporting to management and the board to support strategic initiatives and policy and operational decisions.
- Develops management accounting systems to accurately report financial results according to functional area, organizational hierarchy, programs and other reporting dimensions as required.
- Ensures financial records and systems are maintained in accordance with generally accepted auditing standards. Develops and maintains all GAAP-related accounting policies, internal controls, general ledger processing and sub-ledger support.
- Develops policies and procedures designed to safeguard assets and maintain the integrity of the school's financial reporting.
- Leads the annual financial audit process, ensuring compliance with GAAP and non-profit accounting standards.
- Provides coworkers with consultative support for their planning initiatives through financial and management information analyses, reports and recommendations.
- Collects and maintains tuition records to include preparing tuition contracts and monthly billing; follows up on those with delinquent accounts and handles calls and correspondence related to tuition.
- Researches, recommends and maintains relationships with contracted service providers.
- Maintains records of all government-related services and reimbursements, including, but not limited to, EdChoice Scholarship vouchers, auxiliary funds, Administrative Cost Reimbursements, and all Title programs for which the school is eligible.
- Supervises the school lunch program, including the oversight and auditing of the Federal Free and Reduced Lunch requirements.
- Oversees human resources and other administrative functions of the school and corporate work study program, including payroll processing, benefits administration, performance evaluation systems and compliance with all local, state and federal laws and regulations.
- Oversees information technology and general operations, including transportation and facilities management.
- Attends Archdiocese of Cincinnati business managers' meetings, Cristo Rey Network meetings and other professional association meetings as needed.
- Actively participate in the life of the school and in community events representing the school as needed.
- Other duties as assigned.

Skills and Knowledge

- Exceptional understanding of financial management activities, internal controls, management accounting, planning and forecasting
- Excellent interpersonal skills with a proven ability to work across diverse groups, carefully listen to issues and concerns, and work as a partner with co-workers, families and business partners.
- Very strong organizational skills and attention to detail.
- Ability to work independently with limited supervision.
- Demonstrated ability to work effectively with the school's functional leaders and to establish, maintain, and develop effective working relationships with peers and partners.
- Ability to oversee and delegate tasks within the CFO's functional areas of responsibility.
- Understanding the importance of a customer-centric focus for functions that support external and internal customers.
- Leadership skills as evidenced by the ability to analyze issues, prepare recommendations and effectively present solutions.
- Strong communication and presentation skills. Demonstrated ability to address various groups, including regular presentations to the Board of Directors and its Finance and Investment Committees.
- Expertise in using Microsoft Office suite of products (Excel, Powerpoint and Word) and Quickbooks or similar accounting software.
- Ability to perform a wide range of duties and provide backup support to key resources within area of responsibilities given limited staff.
- Working knowledge of best practices in human resources and basic understanding of labor laws, ERISA and employee benefits.
- Strong understanding of information technology needs for students and the school, including LAN, WAP, SAAS, cyber security, standard operating procedures for data security, backup protocols and disaster recovery.

Education and/or Work Experience Requirements:

- Bachelor of Science Degree in Business, Finance, or Accounting required; MBA preferred.
- Five (5) years or more of progressive financial management experience required.
- PHR/SPHR certification or human resources management preferred.
- Secondary or higher education business management highly preferred.

This job description shall not be perceived as an implied contract of employment, nor intended to be all inclusive and does not restrict the President's right to assign or reassign duties and responsibilities to this job at any time. The CFO may perform other related duties as required to meet the ongoing needs of DPCR.