



*The mission of Cristo Rey Baton Rouge Franciscan High School is to prepare young people for lives of faith, purpose and service. Committed to the Cristo Rey mission to serve students from communities most in need, our college preparatory curriculum integrates rigorous content with meaningful work experience and faith formation. Inspired by the Franciscan Missionaries of Our Lady to be living witnesses to the Gospel message, we are committed to the teachings of the Catholic Church and the fulfillment of each student's God given potential.*

**Position: Director of Finance | Report to: President | Start Date: July 1, 2021**

The Director of Finance at Cristo Rey Baton Rouge Franciscan High School must be a motivated, experienced accounting and finance professional able to lead the financial affairs of a growing high school with a budget of \$4 million. The Director will manage and lead on all accounting and financial functions of the school, providing leadership and direction to improve overall efficiency and effectiveness in financial reporting, management and planning. The Director must demonstrate a strong skillset to initiate and manage a variety of projects from visioning to implementation to data management and continuous improvement.

The Director will be a member of the school's leadership team and will work collaboratively to achieve the mission and vision Cristo Rey Baton Rouge. This position reports to the President. An ideal candidate for Director of Finance will have 2-3 years of experience in accounting and financial management. In addition, candidates must have a bachelor's degree in Business, Accounting or Finance and a licensed Certified Public Accountant is preferred. Candidates must desire a collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and model the leadership skills needed to effectively present financial solutions to school and board leadership.

The Director of Finance is primarily responsible for managing the day-to-day accounting and financial affairs of Cristo Rey Baton Rouge, executing and refining business processes for the school and Corporate Work Study Program (CWSP), preparing and providing oversight of budgets and audits for the school and CWSP entity, developing long-term financial plans and supervising all financial resources and obligations of the school.

#### **ROLES AND RESPONSIBILITIES**

- Oversees all financial activities for the school, including accounting, treasury management, financial reporting, risk management, and budgeting and forecasting.
- Create and manage monthly financial statements for Cristo Rey Baton Rouge, including balance sheet, cash flow statement, cash flow projection, budget v. actual reports and summary of financial activity.
- Works collaboratively with the Executive Leadership Team (President, Principal, Director of Admissions, Vice President of Mission Advancement, Director of Operations, Director of Corporate Work Study) and the Board of Directors.
- Develop and execute internal controls and policies, external and internal financial reporting and record keeping.
- With support from Director of Operations, process bi-weekly payroll for all employees



- Ensures compliance with all relevant local, state, federal, Cristo Rey Network, Diocesan, and Franciscan Missionaries of Our Lady reporting requirements.
- 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 subledger support.
- Develops policies and procedures designed to safeguard assets and maintain the integrity of the school's financial reporting.
- Generate monthly invoices for work-study sponsors and produce statements when necessary for CWSP partners
- Primary point of contact for third party 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.
- Maintains records of all government-related services and reimbursements, including, but not limited to Louisiana State Scholarship Program, STO scholarships, FEMA funding, Diocesan funding and all Title programs for which the school is eligible.
- Attends 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.

#### **QUALIFICATIONS:**

- Bachelor's degree in Business, Accounting or Finance with 2-3 years' experience directly related to the duties and responsibilities specified. Licensed Certified Public Accountant preferred.
- Commitment to the mission and values of Cristo Rey Baton Rouge.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- 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 Director of Finance'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.

Please submit your cover letter, resume and three references to Rosalyn Scott, Business Manager at [rscott@crstoreybr.org](mailto:rscott@crstoreybr.org).