



**Director of Finance & Human Resources  
Role Summary**

**Title:** Director of Finance & Human Resources  
**FLSA Status:** Exempt  
**Reports to:** President

**Department:** Administration  
**Classification:** Salaried  
**Reviewed:** May 12, 2023

**Institutional Purpose and Vision**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

**Values and Standards**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

**GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

**FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

**TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

## **Role Purpose**

The Director of Finance & Human Resources must be an effective, operationally focused leader who can manage information, people, and processes. As such, he/she must be skillful in dealing effectively with a wide variety of issues, situations, and problems in collaboration with the board of directors Cotter leadership. The Director must be able to produce consistently high quality work, inspire, and motivate others toward school goals. The Director oversees the financial and operational direction of Cotter Schools including auxiliary programming.

## **Position Responsibilities**

1. Serve as advisor to the President, the Board of Directors, and the Operational Vitality Committee on financial & operational matters and offer analysis and recommendations.
2. Develop innovative approaches and ideas that impact the school.
3. Display ethical behavior at all times; must have trust and respect of staff, board members and parent body. Commitment to confidentiality is imperative.
4. Financial Management & Internal Controls:
  - Oversee the work of the Business Manager and the finances of the school as a whole.
  - With support from the Business Manager, provide monthly, quarterly, and annual reports to the President and the Board of Directors
  - Designs, implements, and monitors accounting procedures and policies and the system of internal controls.
  - Ensure accurate and timely financial information and reporting, including all financial statements, cash and variance analyses, and annual budgets.
  - Financial forecasting and planning to make informed fiscal recommendations to the Board of Directors.
  - Engage and direct the annual financial audit; including the completion of the 990.
5. Strategic Operations and Administration: Collaborate with leadership to develop strategic goals for the School that align with the mission and the vision set forth by the Board of Directors.
  - Manage budgeting and long-range financial planning.
  - Manage the preparation of the operating and capital budgets for Board approval
  - Deliver departmental financial reports along with any additional reports necessary to assist budget owners with the review of the budget.
  - Collaborates with the President and Director of Operations to assure appropriate resource allocation for ongoing and future campus operations.
6. Auxiliary Programs: Oversee and support all auxiliary programs including but not limited to Food Service, childcare, after-school & summer activities, community enrichment programs, etc.
7. Facilities Maintenance and Security: Collaboratively work with the Directors of Operations & Maintenance to assure appropriate resource allocation for ongoing and future campus operations and facility maintenance.
  - Manage risk, including liability insurance, claims, and related areas.
  - Develop and maintain a long-term facilities maintenance plan.
8. Human Resource Management: Working closely with the President and Business Manager to oversee select Human Resources activities including recruitment, selection and hiring;

payroll and benefits; staff support and engagement; and support for training and development.

### **Essential Functions and Competencies**

- Must be a proven leader with excellent judgement and creative problem solving skills
- Must be able to prepare, analyze and interpret complex fiscal records and financial reporting.
- Ability to shift between the details and the big picture and to recognize the importance of each.
- High level of integrity and situational awareness regarding the need for either transparency and openness or confidentiality.
- Must demonstrate strong organizational, supervisory and multi-tasking skills.
- Must possess a working-knowledge of the comprehensive scope of Cotter Schools.

### **Direct Reports**

- Supervise, direct and evaluate the work of the following:
  - Business Manager
  - Food Service Director
  - Directors of Auxiliary programs, as determined by the President.

### **Required Work Schedule**

This position is a salaried, twelve-month position. Regular business hours are kept with work being completed primarily in-office.

### **Education and Experience**

- Bachelor's degree is required; Master's degree preferred.
- Minimum of 10 years' experience in a senior financial leadership role, preferably in a non-profit organization.
- Strong financial analysis skills, including the ability to prepare and interpret financial statements and forecast.
- Excellent interpersonal and communication skills, including the ability to effectively communicate financial information to non-financial stakeholders.
- Strong leadership and management skills, including the ability to motivate and lead teams to achieve common goals.
- Advanced working knowledge of QuickBooks or other financial accounting software, Microsoft Excel and ERP systems.

### **To Apply:**

Please send an email with a cover letter, resume and references to:  
**search@cotterschools.org**