



ABOUT CRJS

The Cristo Rey Network of high schools delivers a career-focused, college-preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

OUR STORY

CRJS is a part of the largest network of high schools in the US exclusively serving students of limited economic resources, and a proud member of the Jesuit Schools Network. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural diversity of our team.

If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality college-preparatory Jesuit education - combined with professional work experience - and you are eager to use your skills and experience to create a faculty, student body, and school culture from the ground up, then this is the job for you. CRJS will welcome our first class of 9th grade students in the fall of 2024 and will add an additional grade level each year until we reach full enrollment.

WHAT YOU CAN EXPECT

Position:	Director of Finance and Operations
Reports to:	President
Job Classification:	Full time, 12-month exempt
Salary:	\$95,000-\$125,000, DOE

General description

The Director of Finance and Operations will serve as a member of the CRJS Executive Team and report to the President. The successful candidate will be a mission-driven manager who will develop and lead internal processes to support the following areas: finance, business planning and budgeting, human resources, facilities operations, and transportation.

Financial Management

- Oversee and lead annual budgeting and planning process in conjunction with the President; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of CRJS's financial status.
- Manage organizational cash flow and forecasting.
- Supervise accounts payable, accounts receivable, and grants/pledges receivable.
- In partnership with Xenium HR, coordinate employee payroll and correlated state and federal reporting, filing, and payment of taxes.
- Manage internal controls ensuring that policies, procedures, and implementation meet the Generally Accepted Accounting Principles for Not-For Profit, 501 (c) 3 religious organizations.

- Oversee contracts management and financial management/reporting system; ensure adherence to income billing and collection schedules and that financial data and cash flow are steady and support operational requirements.
- Update and implement necessary business policies and accounting practices; create Finance Department policy and procedure manual.
- Effectively communicate critical financial matters to the President and Board of Directors.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; with VP for Advancement, collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, collaborate with external auditors and the Finance Committee of the Board of Directors; implement necessary changes.
- Coordinate insurance coverage and keep updated.

Operations and Human Resources

- Work closely and transparently with all external partners, especially Owner's Representative, as well as third-party vendors, contractors, and consultants.
- Supervise the work of facilities and janitorial staff.
- Oversee lunch program, including funding free and reduced lunch.
- Collaborate with leadership to develop action plans for school-wide events, including: transportation, information dissemination, traffic flow, venue logistics, audiovisual needs, etc.
- Develop and manage a comprehensive transportation plan that enables students to arrive at school, depart for work placements, return to school and get home in a safe and timely manner.
- Ensure legally compliant safety procedures are in place, including schedules for fire, evacuation, crisis, bus drills, and school nursing. Oversee compliance with CPR and AED certifications for staff.
- In consultation with the President, further develop CRJS's human resources and administration, evaluation process, compensation and benefits.
- With the President and Executive Team, ensure that employee acquisition and new hire training processes are consistent and effective in meeting the goals of CRJS.
- Establish and manage a comprehensive handbook and training program to educate employees regarding staff tools, policies and procedures.
- Perform other duties as assigned by the President.

Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related credential;
- At least 3 years of overall professional experience; ideally 5+ years of financial and operations management experience;
- Experience for the quality and content of all financial data, reporting and audit coordination;
- Ability to translate financial concepts for administrative and fundraising colleagues who do not have finance backgrounds;
- Experience in grants management;
- Proficient in online versions of QuickBooks (or similar) and Microsoft Office, including Excel;
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making;
- Excellent communication 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 in a fast-paced environment;
- Integrity, credibility, and dedication to the mission of Cristo Rey Jesuit Seattle High School.

BENEFITS

As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and paid time off.

HOW TO APPLY

All qualified applicants with a passion for Cristo Rey's mission are encouraged to apply by December 18, 2023. If we receive a number of qualified applicants before December 18, we may begin the interview process earlier.

Please upload the following documents [HERE](#):

- Résumé, including educational and work experience, and LinkedIn profile if you have one.
- Cover Letter (not longer than one page) articulating your interest in this role.
- References: include the names and contact information of three professional references

Equal Opportunity Employer

Cristo Rey Jesuit Seattle High School encourages applicants from a wide range of experiences and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.