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## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** *VP of Finance*

**Job Start Date:**

**Application Closing Date:** *until filled*

**FLSA Status:** *Exempt*

*Date the job description was created/revised: 4/24*

### **SUMMARY OF THE POSITION:**

Provide administrative support and counsel to make for an efficient and fiscally responsible organization in compliance with the direction of the President and Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Budgeting and Financial Planning:
  - Preparation of the annual organizational budgets by coordinating the views of administrators and faculty in translating the educational needs into a composite financial plan (budget)
  - Maintain surveillance through systematic controls to analyze and interpret performance, identify variances and initiate remedial action to eliminate negative performance
  - Schedule meetings and co-staff the Investment Committee and Finance Committee of the Board
  - Recommend and participate in determining financial policies while acting as an assistant to the Treasurer of the Board of Directors
  - Develop short-term and long-term financial plans
  
2. Accounting and Recording:
  - Establish and supervise the accounting systems necessary to provide school officials, administrators and staff with accurate financial facts as the basis for formulating policies and decisions.
  - Provide the proper safeguards for the custody of funds and make possible complete and revealing reports for the President, Principal and Board of Directors as required
  - Inform individuals and departments monthly budget status
  - Perform advanced and specified accounting assignments usually of a highly involved and confidential nature

- Responsible for student billing statements and trace alleged errors and process adjustments and required correspondence
  - Prepare all Dept. of Financial Institutions filings
  - Direct and supervise the Director of Accounting and HR Manager
  - Initiate process for dismissal of students in financial arrears with the President and Principal
  - Responsible for the annual school choice Fiscal practices audit report
  - Develops Financial Aid budget and works with Director of Admissions, awarding financial aid to families
3. Purchasing and Supply Management:
- Responsible for establishing guidelines (utilize good purchasing principles and procedures) for all purchases including equipment and supplies
  - Responsible for inventory control
4. School Public Relations:
- Provide the President and other staff members with facts that help them in their relations with the public
  - Interpret the business area of the educational programs to the public and staff, i.e. student registration and tuition payment plans, financial aid options, etc.
5. Personnel Management:
- Help secure personnel for the Business Office
  - Act as administrator of Board approved employee benefit offerings
  - Assist the President with personnel policy matters, i.e. analysis and interpretation of personnel policies for all employees
  - Provide backup for all Business Office Personnel
6. Operation and Maintenance of Plant:
- Responsible for updating and maintaining the school's general liability insurance including risk control policies
  - Responsible for providing, operating and maintaining facilities which will assure maximum educational utility as well as healthful, comfortable, safe environment for students, faculty and staff
  - Coordinate space reservations and facilities use
  - Assist Buildings & Grounds Director in developing 5-year Maintenance Plan

**QUALIFICATIONS:**

Degree in Accounting or Finance with minimum of 10 years of related experience required.

**SUPERVISION RECEIVED:**

This position reports to the President.

**TERMS OF EMPLOYMENT:**

This is a 12-month position. This position may require evening and/or weekend work to accommodate meeting schedules. It involves the use of computers and office equipment.

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

***How to apply:*** If you are interested, please email your cover letter and resume to the Human Resources Manager, at [jobs@muhs.edu](mailto:jobs@muhs.edu).