

ICA Cristo Rey Academy

Director of Finance & Human Resources

Job Posting

Position Summary:

As a member of the leadership team, the Director of Finance & Human Resources reports to the President and will have primary day-to-day responsibility for planning, implementing, managing, and controlling all finance and Human Resources-related activities of the school. This includes direct responsibility for accounting, finance, budgeting, and risk management. The salary range for this role is \$140,000-\$160,000 per year.

Our Mission:

ICA Cristo Rey is a Catholic, college preparatory school that educates young women from underserved communities and all faiths to become 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. ICA Cristo Rey is a member of the Cristo Rey Network, a national association of high schools that provide a quality, Catholic, college preparatory education to young people.

The Director of Finance and Human Resources is responsible for:

- Directing finance and accounting functions of an \$8 million nonprofit
- Budgeting and financial administration that demonstrates to fiscal reliability, health and sustainability
- Supervising and supporting the accounting team
- Ad hoc projects assigned by the President.

Please note: This position requires work to be done in person and on site.

Responsibilities:

Financial Management

- **Fiscal Management:** Oversees the business operations of the school within the framework of school policy.
- **Team Management:** Supervises and mentors Senior Accountant and part time AP Specialist
- **Analytical Rigor:** Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- **Forecasting:** Manages organizational cash flow and forecasting.
- **Budgeting and Collaboration:** Responsible for working with all departments to prepare annual budgets and maintain monthly reporting to present budget to actuals to Departments as well as Management during the year including details of grant funding and spending.
- **Board of Directors Interaction:** Acts as liaison to Board of Trustees on financial matters; reports current accounts status at every Finance Committee meeting throughout the year.

- **Investment Oversight:** Oversees investments within guidelines of investment and banking policies of the School.

Human Resources

- **Payroll:** Oversees bi-monthly payroll for all employees including oversight, review and approval. Communicates regularly with employees with regards to changes or updates.
- **Benefits:** Reviews retirement and benefit plans on a regular basis with the President to determine attractiveness and economic practicality of benefits package. In partnership with ICA Cristo Rey's broker, negotiates all employee benefits. Delivers on-going education and communication with employees regarding their benefits. Oversees 403(b) plan administration and employee and employer contributions.
- **Employee Experience:** Provides insights on improving HR operations, manages employee relations, and addresses health, absence, or workplace concerns.
- **Compliance:** Ensures adherence to employment laws and regulations, manages workplace injury claims, and updates policies as needed. Manages employee files. Advises management on legal obligations regarding employees and best practice in all areas of finance and employment.
- **Employment Policies & Practices:** Supports the development of company policies and ensures compliance, assisting in annual Employee Handbook reviews.
- **Recruitment:** Manages the recruitment life cycle, including screening, interview coordination, job postings, reference checks, and offer letters.
- **Onboarding/Offboarding:** Delivers a seamless onboarding experience and ensures smooth offboarding processes, including conducting exit interviews and tracking insights.
- **Performance & Career Conversations:** Supports the performance review process, including preparing surveys, compiling data, and managing timelines.
- **Compensation:** Manages compensation data for market surveys ensuring alignment with the market; handles compensation queries.
- **Leaves of Absence:** Administers leave of absence processes and ensures compliance with legal requirements.
- **Professional Development:** Develops training initiatives, audits completion of required training, and suggests new learning opportunities.

SUCCESS CRITERIA

- **Knowledge:** Efficiently manages Finance and HR projects from inception to completion, ensuring clarity and timely execution.
- **Productivity:** Mastery of Finance and HR tools and processes, with initial focus on identifying and solving operational inefficiencies. Continuous monitoring and adjustment to ensure sustained productivity and efficiency gains.
- **Teamwork:** Collaborates well with colleagues, providing constructive feedback and support.
- **Communication & Influence:** Clearly articulates program and project decisions, promoting understanding across the organization.

Education and Experience

- Bachelor's Degree required, Master's Degree preferred
- School or Not for Profit accounting experience preferred

- At least 15 years professional experience; ideally 10+ years of financial and human resource management experience.
- CPA preferred; certifications such as PHR and SHRM-CP are valued.

Qualifications, Knowledge, Skills and Abilities

- Bilingual (Spanish) preferred.
- Strong written and oral communication skills; detail oriented; team player; ability to multitask in a fast-paced environment.
- Relentless focus on results and a high level of personal accountability.
- Extensive knowledge of QuickBooks, Excel, and accrual accounting practices.
- Adept at building rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented youth and first-generation college students.

How to Apply:

- Candidates may apply through the ICA Cristo Rey website or by emailing documents to **James Mclean** at jmclean@icacademy.org
- Candidates should submit a resume and a cover letter explaining why they are a fit for the role
- Position is open until filled, and applications will be reviewed on a rolling basis

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply.

AAP/EEO Statement:

ICA Cristo Rey Academy is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.