



The Academy of the HOLY CROSS

OUR ORGANIZATION

When a girl and her family enroll at The Academy of the Holy Cross, they become part of the larger Holy Cross family, which extends around the world. The Academy traces its roots to Le Mans, France where Blessed Basil Anthony Moreau lived a commitment to Christian education and established the Congregations of Holy Cross sisters, brothers and priests. Blessed Basil's philosophy links directly to the Academy's mission today. Our connection links us to prestigious institutions such as University of Notre Dame, Saint Mary's College, Holy Cross College, Saint Edward's University, and Stonehill College.

OUR MISSION

The Academy of the Holy Cross, a Catholic college preparatory school, sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

COMMUNITY, ACCESS, RESPECT & EQUITY

The Academy of the Holy Cross is dedicated to educating young women in a Christ-centered community, which values diversity. In concert with the Catholic Church and the spirit and traditions of the Sisters of the Holy Cross, we affirm that all human beings are made in the image and likeness of God. We believe in the dignity and worth of all persons and work towards ways to sustain an environment that honors and respects the members of The Academy of the Holy Cross community

Through its policies and programs, the Academy seeks to create a truly inclusive institution – one where students and adults are welcomed and supported, and where their faces, voices and experiences are valued.

We believe that learning about and celebrating the diverse life experiences of others broadens and deepens the educational experience of our students and enhances the scholarly environment in which they study and grow.

We believe that maintaining an atmosphere of openness, respect and trust contributes to open-mindedness, reflection and the development of community in its ideal sense. We are committed to understanding how personal, cultural, and historic aspects of identity contribute to and enrich our school community.

We examine and revise our curriculum as necessary to ensure that we are effective in educating our students. We value diversity and support students with various abilities. We train our teachers to recognize and understand the range of needs among our students in order to develop their skills in building and sustaining an inclusive classroom. We believe that fostering and sustaining an environment of inclusiveness empowers all to achieve their highest potential.

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PRESIDENT'S PERSPECTIVE

Academy of the Holy Cross is a re-emerging school. I am passionate about ensuring institutional vision and mission are aligned to best serve students in furthering community, access, respect and equity.



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THE ROLE

The Director of Finance (DOF) will provide leadership and support in the areas of finance, accounting, business planning, and budgeting. The DOF will serve as a thought-partner to the President in strategic decision making at the financial level.

The Director of Finance will play a critical role in partnering with the leadership team as the Academy of the Holy Cross continues to enhance its quality programming and build capacity. In addition to managing the school's finances, the DOF will provide leadership to sustain the health of the school's finances.

The DOF will lead the accounting and finance operations by creating a documented system of policies and procedures to support financial reporting, general accounting, accounts payable and receivable, student accounts and loans, tax compliance and payroll. The Director of Finance will maintain our system of internal controls to minimize risk to the school.

The Director of Finance will report directly to the President and have oversight of AHC's fiscal consultants.

MAJOR RESPONSIBILITIES

- Direct the accounting and financial operations with a commitment to accuracy, timeliness and adhere to generally accepted accounting principles.
- Design and maintain a strong internal control structure and clear documentation for all accounting functions to mitigate risk and support process transparency and consistency within the school.
- Cultivate a strong knowledge of reporting developments, industry practices, and school operations to be equipped to serve as the school's liaison with external auditors, tax firms and banking partners.
- Support the President by providing finance and technical subject matter knowledge regarding data and reporting to support strategic initiatives and projects.
- Lead accounting staff supporting financial reporting, general accounting, accounts payable and receivable, cashing, student loans and accounts, and payroll.
- Partner with financial aid and campus resources to create training and communicate processes to support compliance with industry standards including all applicable tax laws, student loan requirements, payment card industry data security standards, and payroll functions.

Financial Management

- Leads financial aid practices and tuition collection for the Academy.
- Continuously review and share revenue, cash, and expense results and projections with the President, Board of Directors, and staff and serve as the main contact.
- Manage banking relationships and develop and maintain GAAP-compliant financial policies, procedures, and operations
- Record all financial transactions in organization's accounting software and complete bank reconciliations
- Oversee preparation and filing of organization's Form 990 and Charities (CHAR500) form, as well as other tax filings as required
- Perform and supervise all accounts payable and accounts receivable/cash receipt functions as well as payroll processing and staff allocations

Strategic Leadership & Collaboration

- Assist the President and school leaders on all strategic and tactical matters as they relate to business planning
- Serve as a member of the President's Strategy Committee
- Supports and advises the President on annual tuition setting and salary increases
- Ensure AHC's deep commitment to equity and inclusion is reflected in our workplace, service delivery, and external partnerships.
- Update and improve policies and procedures such as operations manual, annual reporting process, and task management tools and protocols.
- Partner with Home and School Association (HSA) on budget.



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QUALIFICATIONS

- Bachelor's degree in accounting, finance, or economics required; CPA/MBA preferred.
- 10+ years of progressive accounting experience; private, charter, independent school, nonprofit/education and public accounting experience is highly desired.
- Experience using generally accepted accounting principles to structure and consistently deliver accurate financial reporting.
- Demonstrated leadership ability, team management and interpersonal skills.
- Exceptional management and supervisory skills.
- Possess high level of personal integrity, good judgment, and maturity.
- Outstanding analytical and organizational skills, detail-oriented, ability to prioritize competing and multiple priorities with calm demeanor and sound judgment.
- Exceptional written and verbal communication skills.
- Possess ability to work independently and as part of a team.
- Highly engaged, mission-driven and results-oriented, motivating, stretching, and supporting leadership and the accounting department, impacting a positive culture of engagement, accountability, empowerment and collaboration.
- A collaborative and flexible style, with a strong service mentality. Needs to be a team player who is committed to continuous improvement and learning for themselves and their staff.
- Proficient in accounting systems; high level of proficiency in Excel and cloud-based software. Blackbaud a plus.
- Commitment to equity and inclusion.
- Belief in the Academy of the Holy Cross, and its educational model.

TO APPLY

The Academy of the Holy Cross has retained CLA to spearhead our search efforts.

Send resume and notes of interest to:

- LeAnn Cantwell, Sr. Talent Recruiter | leann.cantwell@claconnect.com
- Octavia Gilmore, National Search Leader | octavia.gilmore@claconnect.com