Director of Finance and Operations
Job Description

Department:	Finance Department
Reports To:	Vice President of Finance and Operations
FLSA Status:	Exempt

Job Summary
This position is responsible for managing the day-to-day operations of the Finance Department and directly supporting the school's overall efficiency. The responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting information, as well as overseeing overall school operations by performing the following duties.

Essential Job Duties

- Manages and oversees the daily operations of the finance department.
- Supervises daily accounting functions, including accounts payable, accounts receivable, reconciliations, and general ledger maintenance.
- Financial reporting and analysis of monthly reports; present to the Finance Committee of the Board.
- Prepares payroll processing and ensures compliance with tax and labor laws in conjunction with Xenium.
- Ensures monthly billing reconciliation between vendor and payroll to ensure proper amounts are paid and accurate employee deductions.
- Manages benefits administration in coordination with Xenium and HUB.
- Ensures all payroll-related findings and reports (taxes, retirement, contributions, etc.) are completed in a timely manner.
- Prepares letters of intent, as well as contracts and agreements, according to deadlines set by the Administration.
- Oversees the tuition billing process, payment schedules, and collections, ensuring timely and accurate communication with families.
- Manages financial aid processes in collaboration with the admissions office, including budgeting and tracking of awards.
- Maintains confidentiality and ensures fair, consistent financial aid practices.
- Coordinates with FACTS and monitors accounts for delinquencies.
- Monitors and reconciles tuition and fee collections, deposits, and financial aid disbursements in coordination with the admissions and advancement office, and with MIP and FACTS monthly.
- Prepares and maintains detailed audit workpapers supporting all balance sheet and income accounts, including schedules for cash, receivables, fixed assets, payables, accruals, and deferred revenue, in addition to all other audit requests and the PCB listing for the external audit.
- Coordinates and serves as the primary liaison with external auditors during annual audits.
- Responds to auditor requests promptly and ensures all audit deliverables meet deadlines.
- Adheres to and meets audit deadlines with complete and accurate work.
- Participates in developing and preparing budgets that meet the requirements and goals of St. Mary’s.
- Utilizes 3rd party Tuition system (FACTS) for financial aid awards and tuition receivables.
- Processes tax (1099–MISC, W2G, etc.) forms and files with IRS.
- Ensures procedures are operating at the most efficient level possible.
- Continually looks for areas of improvement and maximizes resources.
- Provides policies and procedures for the Finance Department.

Approved By: Trish Gleason
Last Updated: November 2025

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Job Description

ST. MARY'S ACADEMY

- Assists the Vice-President of Finance and Operations in managing the facilities functions of the school, in conjunction with the Facilities Director.
- In partnership with the Vice-President of Finance and Operations, continues to evaluate and assess ongoing finance, facilities, operations, and efficiencies of the school.
- Maintains transparency, professionalism, and confidentiality in all communications in a timely manner.
- Completes various other duties and special projects as assigned.

Supervisory Responsibilities
Directly supervises employees and carries out supervisory responsibilities following the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Qualifications
Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Education & Experience
A bachelor's degree in accounting, business, finance, or a similar subject is preferred for this role. In addition to the education requirement, this position requires seven to ten years of related experience. An equivalent combination of education, training, and experience may be used to satisfy these requirements.

Certificates, Licenses, and/or Registrations
This position does not require any certificates, licenses, or registrations.

Travel Requirement
This position requires occasional (6-20% of the position) travel related to the job duties above. Travel will primarily consist of day trips.

Knowledge, Skills, & Abilities
- Accounting: The knowledge of accounting theory, principles and practices.
- Analytical Skills: The ability to analyze data, information, and situations to draw conclusions and make recommendations.
- Budgeting and Financial Management: The ability to develop, manage, and monitor budgets, financial resources, and financial performance.
- Business Intelligence and Acumen: The ability to collect, analyze, and interpret data to provide actionable insights for business decision-making.
- Communication: The ability to effectively convey information and ideas through written, verbal, and non-verbal means.
- Data Privacy: The understanding and compliance with data privacy regulations and best practices to protect sensitive information.
- Financial Acumen: The understanding of financial concepts and the ability to analyze financial information.
- Organization Skills: The ability to organize and maintain an effective and efficient work environment.

Physical Demands & Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.
- Moves regularly throughout the day in an office environment.
- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Transports items occasionally, up to 50 pounds
- Communicates regularly throughout the day via email, messages, and phone calls.

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- Performs repetitive tasks such as typing or data entry.
- The typical noise level is quiet.

Salary & Benefits
Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave.

St. Mary's Academy is an equal employment opportunity employer.