



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school please visit: www.cristoreyatlanta.org.

Position: Director of Finance and Human Resources

Report to: President

FLSA Classification: Exempt

Employee Type: FT/12-month

Direct Reports: Finance Manager, HR Manager, Front Desk Receptionists

The Job:

The Director of Finance and Human Resources is a strategic contributor to the Senior Leadership Team and a key business partner to the President. The successful candidate is a hands-on, proactive leader who will develop and manage an internal team with responsibility for the associated day-to-day operations of the following areas: finance, human resources, administration and purchasing.

The position will work with the Finance Committee, Investment Committee, Board of Trustees, Corporate Partners, school administration, suppliers, high school students and their families. The Director must exhibit exemplary communication skills when working with these internal and external stakeholders. In this role, the Director will manage an \$8.5+ million annual operating budget and serve a community of approximately 70 employees and 500 students

The candidate must be a collaborative leader who is self-directed and embraces and drives continuous operational improvement based on data analysis. He or she must hold themselves to the highest standard of integrity and will be motivated by the mission of the school - providing a pathway to college and career for students from diverse and economically challenged backgrounds.

Responsibilities:

- Financial Management
 - Responsible for the quality and content of all financial data, reporting and audit coordination
 - Analyze and present financial reports in an accurate and timely manner; clearly communicate quarterly and annual financial statements; and oversee all financial, project/program accounting
 - Effectively collaborate with fundraising and Corporate Work Study to ensure proper accounting for all donations; conduct monthly reconciliation between departments
 - Regularly reconcile with Corporate Work Study to ensure accurate student account status
 - In conjunction with the Finance and Investment Committees, implement investment strategies to maintain long-term financial sustainability
 - Coordinate and lead the annual audit process, liaise with external auditors, and the Finance Committee of the Board of Trustees
 - Oversee and lead annual budgeting and planning process, and provide detailed, quarterly budget reports to Department Heads
 - Manage organizational cash flow and forecasting
 - Implement a robust contracts management system; ensure that the contract billing and collection schedule is adhered to and supports operational requirements
 - Update and implement all necessary business policies and accounting practices; continuously improving the finance department's overall policy and procedure manual
 - Manage the proper budgeting and tracking of all expenditures

- Work with Recruitment Department to evaluate applicants' financial position for compliance with Cristo Rey Network Standard 2
- Manage the student re-enrollment process
- Human Resources
 - Execute payroll accurately and in a timely manner
 - Ensure all tax requirements are completed correctly and by deadlines
 - Oversee annual benefits enrollment process and administer all employee benefit plans including medical, dental, vision, disability insurance, life insurance and 401(k) plans. Work with benefits brokers to evaluate, recommend and select health and wellness plans each year
 - Manage professional development, compensation and benefits, performance evaluation, employee handbook, training and recruiting
 - Ensure that recruiting and hiring processes are consistent and streamlined, and compliant with all state and federal laws and regulations
 - Establish and manage a comprehensive training program to educate employees regarding staff policies and procedures
 - Work closely with all external HR partners including third-party vendors and consultants
 - Optimize all external spend by identifying and negotiating with key suppliers, ensuring non-profit pricing and tax exemption status
 - Ensure all required supplier/contractor paperwork is on file (certificates of insurance, W-9, etc.)
 - Comply with all Board-directed requirements (multiple quotes, non-conflict of interest sourcing, etc.)
 - Serve as employee relations liaison for performance issues, behavior issues and employee concerns, working with legal counsel as needed

Qualifications:

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta's team. In addition, applicants should meet or exceed the following requirements:

- Bachelor's degree in accounting, finance, or related business major from a four-year college or university. CPA or MBA preferred
- Minimum 7-10 years management, financial and administrative experience
- Successful track record in setting priorities, organizational, and problem-solving skills
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Excellent organizational skills - with emphasis on attention to detail
- Excellent communication skills - verbal (in person and over the phone) and written
- Excellent inter-personal skills – proactive, positive, influential and collaborative
- Experience with Microsoft Office Suite, (Proficiency in Word and Excel is a must); Blackbaud Financial Edge, Paycor
- Ability to maintain confidential information
- Bi-lingual fluency in English and Spanish a plus (verbal and written)
- Track record of working well independently and with others in a fast-paced environment

Apply:

To apply, please submit the required documents to Paula Pahl at The Intersect Group via email at ppahl@theintersectgroup.com or call 678-735-5343.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

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