



NOTRE DAME ACADEMY SCHOOLS OF LOS ANGELES

Position Description

Position Title:	Director of Finance and Business Operations		
Classification:	Exempt	Salary Grade:	11
Business Unit:	Administration	Min:	\$104,100 Max: \$166,500
Reports To:	President/Head of School	Work Site:	On Campus

Position Summary

The Director of Finance and Business Operations oversees the non-academic activities at NDA with the key activities being Financial Management, Human Resources, Information Technology, and Facilities. Financial Management oversight includes: accounts payable, accounts receivable, account reconciliation, accruals, audits, benefits administration, budgeting, cash flow, collections, financial aid, fixed asset tracking, financial analysis and reporting, investing reserves, and payroll processing. Human Resource oversight includes: compliance with wage and hour laws, employee policy manual, employee onboarding and off boarding, leave administration and performance management. The Information Technology oversight includes: managing the hardware and software platforms in use at and by the school. Facilities oversight includes: operation of campus buildings and grounds, security, custodial services, maintenance, and capital projects. The Director supports the Finance Committee, the Building and Grounds Committee, the Board of Directors, and School staff.

About NDA

Sponsored by the Sisters of Notre Dame, Notre Dame Academy (NDA) is an independent, Catholic school for grades TK-8 (co-ed) and 6-12 (all-girls) that creates a launch pad for students to blossom with purpose. With innate curiosity and the ability to move fast, NDA constantly evolves its offerings to be a reflection of the world outside the school's walls. Our intimate setting enables NDA to give each student the attention and support they need throughout their entire educational path. Diverse by nature, NDA fosters an environment where every student belongs and feels seen. As a work environment, you will find that NDA is kind, warm, welcoming, structured, balanced, lively, ambitious, and experimental.

Core Responsibilities

- Manage the Finance and HR team to:
 - Ensure tuition, fees and activities are accurately billed and effectively collected

- Ensure accounts payable activities are processed, and posted to the accounting system (QuickBooks) for all entities
- Ensure payroll is submitted accurately and timely, and accounts are reconciled
- Ensure balance sheet accounts are reconciled for all entities
- Oversee benefit selections, set-up, billing, and reconciling
- Ensure accruals/prepaid expenses are calculated and allocated monthly
- Oversee fixed asset tracking and depreciation calculations
- Oversee temporary restricted net asset balances, contributions, and releases
- Oversee audit activities for all entities
- Oversee and prepare financial reports for key staff members, the Heads of School/Principals, the Board of Directors, and various board committees
- Administer medical and other employee leaves
- Maintain personnel, medical, and other employment related documentation
- Analyze financial performance and provide guidance to school staff
- Keep current on employment law including wage and hour laws, working with school attorneys to ensure school practices, forms and policy manuals are in compliance
- Manage the Facilities team to:
 - Oversee the manager of custodial, security, grounds employees and vendors
 - Track the buildings and grounds budget for both schools
 - Work with Building and Grounds Committee to proactively update and repair all buildings on property
 - Manage buildings and grounds projects, including developing project requirements, securing bids and proposals for perspective work on campus, overseeing vendors and ensuring work is completed as expected and within budget
- Manage the Information Technology team to:
 - Responsible for the maintenance, configuration, and reliable operation of server systems, cloud services, network services, and automation of data
 - Plan, deploy and maintain student, teacher, and staff devices as issued by the school
 - Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and mitigating impact of issues
 - Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
 - Provide escalation support for desktop and help desk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved with limited disruptions
 - Responsible for keeping up with new and emerging technology
 - Network devices such as firewalls, switches, and wireless access points
 - All software services such as DNS, DHCP, Active Directory, File and Print Services
 - Managing GSuite for Education and Active Directory systems, including user management, security, training, and support

- Management of 1-1 program in the middle school and HS, including purchasing and deploying new laptops, end-user technical support, accurate record keeping, and warranty replacements
- Installation, support, and training of all classroom technology such as interactive projectors, Apple TVs, speakers, and other peripherals
- Management of security cameras and DVR
- Model the values of and support the teachings of the Catholic Church
- Support building and sustaining an inclusive and equitable working and learning environment for all students, faculty and staff
- Other duties as assigned

Skills

- Strong accounting and bookkeeping skills
- Skilled with appropriate technology – including QuickBooks and Excel
- Critical thinking, analyzing and planning
- Effective written and verbal communication
- Work well with others in the school community
- Ability to maintain strict confidentiality
- Ability to work independently yet participate in teams as needed

Education and Experience

- Bachelor's degree in accounting or related field with master's degree preferred
- Minimum five years accounting and bookkeeping experience required

Supervisory Responsibilities

Direct supervision of two staff members. Act as a team lead for school projects and activities.

Physical Requirements

Able to work at a computer for lengthy periods. Able to be present at a school for presentations and events, which may involve talking, listening, standing, stooping, crouching and climbing stairs. Able to regularly lift 15 pounds of materials but occasionally up to 30 pounds.

Work Environment

School building

Travel Requirements

Travel is not required. Occasional travel for training or conferences may occur.

Acknowledgement:

I have read this Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include

additional responsibilities as required. My signature below does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position I may contact my supervisor.

Employee Signature

Employee Name Printed

Date