CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION

Vice President of Finance and Operations

Organization Summary:

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. While their students are at work, teachers use the time for lesson planning and preparation, student support meetings, and collaboration.

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As part of the team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The Vice President of Finance and Operations (VP of F&O) at Cristo Rey Philadelphia High School is a high impact role in a dynamic and growing organization. The VP of F&O is a member of the school Leadership Team and an important strategic partner to all of the organization's leaders and collaborators. The VP of F&O oversees all aspects of the school's financial operations and is supported by the Assistant Controller and Human Resources Assistant.

The ideal candidate will be responsible for organizing the annual budget process, maintaining cash forecast for the board summary, supervising monthly close and financial reporting and directing the annual audit process, as well as overseeing school concerns in the area of insurance, banking and investments. The role requires excellent people skills due to regular interactions with diverse members of the Cristo Rey community, including board members, school leadership, Work-Study partners, donors, faculty & staff, community leaders, families, and students.

The VP F&O is a 12-month position and reports to the President.

Duties and Responsibilities:

Finance:

- Lead annual budget forecasting and planning to ensure efficient resource allocation.
- Manage budget – enter and review financial transactions, monitor cash flow, anticipate variances.
- Manage the year end close, local and state audits, and preparation of associated financial reports.
- Approve organizational and staff expense accounts and reimbursements.
- Maintain, monitor, and document all general ledger accounts for all fund types.

- Oversee financial reporting for Board of Directors, grants, and contracts.
- Work closely with the Finance Committee of the Board of Directors and present regularly at Board meetings.
- Provide and maintain internal controls to ensure compliance with financial policies and procedures.
- Manage contracts and relationships with external vendors and partners.
- Participate with city and state organizations in staying abreast of school finance reform.
- Manage and support the Assistant Controller and Human Resources Representative.

Operations:

- Develop, implement, and monitor operational systems and processes.
- Design standardized processes, templates, and tools to support efficient and effective performance.
- Recognize and anticipate operational opportunities and challenges, generating solutions for improvement, in the school.
- Manage consultants to identify, implement, and maintain updated technology systems and infrastructure.
- Maximize internal systems and knowledge management, including calendars, Microsoft Office, Google Drive, and Salesforce.
- Additional duties as assigned.

Qualifications:

Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition, the ideal candidate will meet or exceed the following requirements:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Competency in designing and implementing curricula to serve a heterogeneous student population diverse in culture, religion, and ability.
- Proficiency in using technology: Microsoft Office Tools, Salesforces.
- Knowledge of accounting principles, budgeting, reporting, banking, auditing.
- Strong interpersonal skills to relate well with students, staff, parents, and the community.
- Complete Virtus training and pass a background check.

Education and Experience:

- Bachelor's Degree in accounting, finance, or equivalent.
- Minimum of five years of accounting experiences, non-profit and/or public accounting experience preferred.
- Experience in Education helpful.
- CPA or progress towards in highly preferred.
- Proven leadership and supervision of cross-functional departments.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;

- Must be able to stand for up to two hours instructing a classroom of learners;
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:
To apply for the VP F&O position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to jointheteam@crphs.org:

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each.

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy
Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.