

## Chief Financial Officer Marian Catholic High School

As a key member of the Executive Council of Marian Catholic High School, the Chief Financial Officer reports to the President and assumes a strategic role in the fiscal management of the school, providing sound and timely financial recommendations to the President. The CFO works closely with the Finance Committee of the Board of Directors, providing a visionary approach to fiscal responsibility and leadership.

Responsibilities of the CFO include oversight and direction of the annual budget, annual audit, oversight of accounting practices, tax-related reporting, long-range forecasting, and insurance activities of the school. The qualified candidate must be forward-thinking, able to seamlessly adapt to an evolving environment, meld their talents with the Marian Catholic culture, and thrive in a complex and deadline orientated non-profit.

Applicants are required to be a CPA or possess a Master's Degree and have proficiency in Microsoft Excel and accounting software. The position of the CFO requires the capacity to identify and institute new funding sources. Special consideration will be given to applicants who understand the variances of school finances, embracing the philosophy of Mission within a Catholic organization.

# MARIAN CATHOLIC HIGH SCHOOL CHIEF FINANCIAL OFFICER

## Duties and Responsibilities

### **REQUIREMENTS**

#### **1. Minimum**

- CPA or Master's Degree in Finance or Accounting
- 4 years of experience as a financial director or manager
- Proficiency in Microsoft Excel and accounting software

#### **2. Preferred**

- Experience with nonprofit organizations
- Experience in secondary education
- Understanding of the philosophy of Mission within a Catholic organization
- Proficiency in Financial Edge

#### **3. Knowledge, Skills and Ability**

- Knowledge of business and management principles involved in strategic planning and resource allocation
- Education in economics and accounting principles
- Understanding of law and government rules and regulations
- Management, organizational, and problem solving skills
- Ability to maintain and uphold confidentiality

### **RESPONSIBILITIES**

#### **1. Financial Planning & Budgeting**

- Plan, develop, organize, implement, direct, and evaluate the school's fiscal position and performance
- Supervise finance department
- Plan, coordinate, and administer the school's budget
- Assist President in developing department-based budgets and provide regular counsel on fiscal and operational areas
- Oversee tuition management and collection
- Seek the advice of legal counsel for major contracts, agreements, leases, and in matters relating to the role of the Chief Financial Officer
- Submit to the Board of Directors the annual budget and the audited annual financial report
- Prepare multi-year projections of revenues and expenditures
- Prepare enrollment projections, long-range plans, and projections pertaining to the financial needs of the school
- Optimize bank relationships and initiate strategies to enhance cash position
- Ensure appropriate oversight and investment of school funds as provided by school policy
- Oversee the maintenance of property records

- Direct and implement an effective system of internal financial controls
- Maintain finance records and reports as determined by local, state, and federal laws
- Review Business Office performance with respect to overall financial condition
- Identify and implement new revenue streams in cooperation with the President

## **2. Oversee Accounting and Finance Systems**

- Accounting procedures meet state and federal requirements
- Payment of bills and other accounts payable
- Cash receipts
- Preparation of financial reports
- Preparation and dissemination of the annual financial audit
- Preparation of monthly financial reports for all program administrators and the Board of Directors, highlighting any significant variances in revenues or expenditures.
- Investigation of operations through appropriate use of the internal audit process
- Reconciliation of all bank and credit card statements each month
- Remain current in professional and technical areas related to finance and/or accounting
- Issuance of payroll checks to all employees on a timely basis
- Timely payments of employee withholdings to appropriate government agencies
- Submission of required state and federal payments and reports

## **3. Payroll and Personnel Management**

- Manage the employee benefit program, including the school insurance program for medical/dental, workers compensation, life and disability insurance, and 401K plans

## **4. Relationships**

- Work closely with and under the direction of the President of Marian Catholic High School
- Attend meetings with the Finance Committee of the Board of Directors
- Participate as a member of the Executive Council and attend meetings
- Confer regularly with the Executive Council regarding school operations
- Oversee contracts between Marian Catholic High School and outside contractors
- Exercise good judgment and thoughtfulness in working with business professionals, the community, school personnel, and school families
- Maintain a pleasant and cooperative relationship with members of the staff, faculty, families, and students

### **All applications should be sent to:**

Mr. Vince Krydyski  
 President  
 Marian Catholic High School  
 700 Ashland Avenue  
 Chicago Heights, IL 60411

A complete application would include the following: a letter, resume, application, transcripts from all colleges and universities attended (copies may be submitted), credentials (if on file with a university), and at least three recommendations from previous positions.

To obtain an application for this Administrative Position, visit our employment page at <http://www.marianchs.com/about/employment.php>