



Pro Forma
Position Specification
Director of Business and Financial Operations
Saint Junipero Serra Catholic School

SUMMARY:

The Director of Business and Financial Operations for Saint Junipero Serra Catholic School has management and fiscal oversight for all non-instructional activities of this \$16 million 1,000 student, 200 employee, school enterprise. Sound financial management is critical with annual budget and resource allocation of the highest priority. Reporting to the Chief Financial Officer of the Roman Catholic Diocese of Orange, but working in close collaboration with the School Administrator, this position through a variety of direct reports will manage all non-instructional departments such as Accounting, Human Resources, Information Systems, Facilities, and Operations.

As the key commercial executive within the school, the Director of Business and Financial Operations will develop annual and long range business plans and financial forecasts. The incumbent must assure staffs supervised are held accountable to desired results. This position will work in close collaboration with the Diocese, the Diocesan Department of Schools and the financial advisory committee of the school.

SPECIFIC RESPONSIBILITIES:

- Works with the School Administrator in the preparation of the annual school budget and long term business plan
- Responsible for subordinate staff (direct and in-direct reports) on all payroll, banking, tithing, and tax-related matters, as well as the overall financial record keeping for the school
- Oversees all financial matters of the school assuring the upmost fiscal integrity
- Supervises tuition receivables and handles delinquent accounts 60 days or more in arrears. Is responsible for the supervision of the collection of delinquent accounts receivable; working with staff meet and communicates with parents regarding seriously past-due tuition accounts.
- Provides direction to Department Heads in annual budget planning and monthly accountability.
- Recommends to the School Administrator adjustments to the annual budget within diocesan guidelines.
- Provides oversight taking into account financial considerations related to all plant and property management, planning and development.

- Presents school finance reports to the Diocese and maintains appropriate records for these reports
- Acts as school liaison with the all outside vendors
- Supervises purchasing and receiving
- Responsible for the implementation, analysis, and execution of the Financial Aid program, in consultation with the School Administrator
- Supervises the annual inventory of school equipment
- Exercises primary check signing responsibilities for school accounts with large checks (other than payroll and over \$5,000) co-signed by the School Administrator, or designee
- Reviews with the Director of Accounting all monthly financial statements and related budget related reporting
- Distributes appropriate reports to CFO of the Diocese for review, then to Management and the Financial Advisory Board
- Produces monthly narrative summary on financials to the CFO for purposes of forecasting, planning cash flow, and reporting to the Diocese
- Coordinates financial aspects of Capital Improvement Projects
- Acts as school liaison for the Finance Advisory Committee of the St. Junipero Serra Catholic Consultative School Board
- Prepares and reviews vendor contracts for approval.
- Be aware of various human resources/risk management programs, trends and potential issues and work with assigned staff to plan and address such needs in a modern team-oriented, mission-driving, school environment
- Manage computer system needs and requirements
- Collaborate with the School and Diocesan staff for training and general support
- Manage maintenance of and training on school database software, including regular updates of family registrations
- Maintain an efficient and effective record-keeping filing system for school records and correspondence
- Facilitate the on-going efforts to retire long term debt on the school
- Manage the scheduling of all facility halls, classrooms and meeting rooms.

- Coordinate special needs of faculty with maintenance staff
- Assist maintenance staff in administrative and financial matters
- Attend all Finance Advisory Committee and office staff meetings and facilitate the memorializing of meeting minutes
- Is responsive to the administrative and clerical needs of all school departments
- Attend Diocesan Business Manager Meetings.
- Is responsive to various inquiries on school business and administrative matters, making appropriate referrals as needed.
- Is a catalyst for good cooperation and business relationships among all parish entities being served, staff, students and parents
- Maintain spiritual influence and presence in overall administrative activities of the school.
- Performs other work related tasks as needed/assigned

QUALIFICATIONS:

- A minimum of Master's Degree in Business and or CPA
- Minimum of ten years in a business supervisory management
- A committed Christian who models his or her faith on a daily basis, with a keen sense of hope and confidence in the future of our schools, and the presence of God daily in the lives of our students
- Creative problem solver
- Skilled and effective communicator
- Experience in visionary business enterprise leadership and school improvement
- Experience in developing and managing all aspects of school finance and development
- Technology literacy with a strong comfort in managing an IT department
- Proven track record of creating business processes and programs of high achievement
- Self-starter, motivator, flexible; ability to develop a network of professional contacts; professional demeanor; respects and understands the need for confidentiality and ethical behavior and abides by those principles
- Excellent analytical and marketing skills
- Ability to make effective and persuasive presentations on controversial or complex topics to Parent groups, Diocese, School and/or Advisory Boards.

- Must be able to deal with conflict in an open and direct manner
- Ability to attract, select, place and manage qualified personnel
- Demonstrated success working in a high achievement K-8 learning environment
- Knowledge of the Catholic Church at the parish, diocesan level