



Director of Business and Financial Operations
St. Junipero Serra Catholic School

SUMMARY:

The Director of Business and Financial Operations for St. Junipero Serra Catholic School has management and fiscal oversight for all financial activities of this \$13 million 1,000 student, 120 employee, school enterprise. Sound financial management is critical with annual budget and resource allocation of the highest priority. This position will work in close collaboration with the Sr. Principal.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

SPECIFIC RESPONSIBILITIES:

- Preparation of the annual school budget and long term business plan, including a capital reserve study and cash flow projections.
- Manage a team of 3 accounting professionals.
- Oversight of accounting operations including: month end close, purchasing, accounts payable, tuition receivable and general ledger.
- Management and oversight of annual audit with outside accounting firm.
- Responsible for the engagement, vetting and signing of all financial contracts and ensuring approval from diocesan legal team.
- Supervises purchasing and receiving of all student and instructional supplies as well as consumable curriculum and any other purchasing as needed on campus.
- Responsible for the implementation, analysis, and execution of the Financial Aid program, in consultation with the Sr. Principal and Pastor.
- Responsible for reporting to the Diocese, lenders, and the Finance Committee.
- Establish, maintain and meet regularly with the Finance Committee, a subcommittee of the Consultative School Board.
 - 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.

QUALIFICATIONS:

- Bachelor's Degree in Business - Accounting concentration.
- CPA with public accounting experience highly preferred.
- Minimum of ten years in a business supervisory/management role.
- 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.
- Knowledge of the Catholic Church at the parish, school and diocesan level desired.