

Director of Finance and Operations

Start Date

12/16/2019

Ursuline Academy - ursulinstl.org

Job Description

Ursuline Academy of St. Louis, founded in 1848, and under the sponsorship of the international network of Ursuline Sisters, is a private Catholic college preparatory high school for young women. In a community environment, built on standards of academic excellence and respect for the uniqueness of each person, Ursuline Academy educates students for Christian living and leadership in a global society, nurtures the development of the whole person and her potential, and cultivates within its students a spirit of lifelong service through its motto of SERVIAM, "I will

serve." The Academy is currently seeking a Director of Finance and Operations.

This position is responsible for managing the corporation's finance office in accordance with the Mission. Specific duties include, but are not limited to:

- Develops the process and creates the annual budget in consultation with the President
- Prepares financial statements monthly for the department chairs, the finance committee and Board of Trustees
- Coordinates the annual audit and prepares all client reports
- Reviews all contracts which obligate the Academy and maintains the related files
- Oversees and is the primary contact for food service and facility maintenance vendors
- Manages the process of tuition collection and accounts payable
- Oversees the financial aid program for the Academy
- Prepares and processes payroll and maintains the related documentation
- Maintains the Academy's official personnel files, including contracts, evaluations, benefit forms and all other pertinent documentation
- Oversees administration of all employee benefit programs, including retirement, health insurance, wellness program, etc.

Candidates should have a proven track record of success in managing the fiscal and business related administrative functions of a similar size school and/or other business entity, with preference to non-profits. Candidates should also demonstrate these qualities:

- Dedication to the Mission of the Academy and service to our students and local community.
- Financial acumen across various areas, including cash flow management, investments, fundraising, financial reporting, etc.
- Appropriate education and certification, with a Masters degree and CPA certificate being preferred, and/or significant experience in the field.
- Experience in an educational setting preferred.
- Basic knowledge of and ability to negotiate contracts.
- Basic knowledge of human resource law and regulations.

Interested individuals should send a cover letter, resume, and contact information including mailing, email addresses and telephone numbers for three references to

resume@ursulinstl.org. Deadline for submission: Monday, November 11.