



MALDEN CATHOLIC

The Codivisional High School

DIRECTOR OF FINANCE & BUSINESS OPERATIONS

REPORTS TO: Headmaster

PRINCIPAL DUTIES:

1. Oversees the accounting department personnel, including supervision of staff and review of their work.
2. Supervises all payroll, purchasing and accounts payable operations and is responsible for expense control and approvals.
3. Supervises all tuition and accounts receivable operations and is responsible for the collection of delinquent accounts. Meets, when necessary, with parents and students to resolve tuition issues.
4. Responsible for preparation of annual budget, including monitoring of spending to budget and providing departmental budgets.
5. Oversees the monthly close process including review/preparation of all reconciliations.
6. Prepares monthly reporting package for the Headmaster.
7. Prepares other reports and forecasts for the Headmaster, the Finance Committee of the Board and the Board of Trustees, when required for board meetings.
8. Responsible for maintaining the endowment fund and similar investment funds as directed by the Finance Committee; manages the schools overall cash flow.
9. Monitors and recommends a total financial Aid budget, including both institutional and privately funded scholarship aid and coordinates with the Headmaster regarding applicable school
10. Serves as liaison with the external auditors;
11. Assists in the strategic planning process;
12. Assist in the development of enrollment and financial aid models and strategies
13. Responsible for financial management and oversight of buildings and grounds and assesses capital project cash flow and future depreciation schedules.
14. Serves as a member of the Plant Committee, Finance Committee and Audit Committee of the Board.
15. Oversees HR functions; procurement of health and dental insurance.
16. Manages personnel issues as needed.
17. Reviews payroll tax reports submitted to the IRS and the state and monitors the school's commercial insurance programs
18. Serves as a member of the senior administrative team and reports directly to the Headmaster.

POSITION REQUIREMENTS:

1. Bachelor's degree required. CPA preferred.
2. Experience within an independent school or small college/higher education preferred
3. Strong accounting skills and attention to detail required.
4. H.R./Benefits experience preferred.
5. Applicants should have strong communication, leadership, organization, and collaboration skills.

Compensation: \$85,000 - \$115,000 depending upon experience