ST. RITA OF CASCADE HIGH SCHOOL
CHIEF FINANCIAL OFFICER

Position Overview:
The Chief Financial Officer at St. Rita of Cascia High School is responsible for the planning, managing and oversight of all financial-related activities of the school. This includes direct responsibility for accounting, finance, forecasting, budgeting, risk management and human resource matters as related to compensation, benefits and compliance.

Reports to President

Primary duties of the Chief Financial Officer include:
- Oversight of the Business Operations:
  - Set accounting policies and procedures within the guidelines of generally accepted policies, best practices and federal and state tax laws.
  - Prepares and oversees the budget.
  - Monitors cash flow and approves weekly check runs.
  - Sets accounting policies and tax compliance requirements with the Advancement Office.
  - Meets with the Finance and Audit Committee.
  - Coordinates the annual audit preparation with the business office staff.
  - Assists with the administration of the financial aid program.
  - Oversees the tuition enrollment and collection processes.
  - Oversees and approves bi-monthly payroll.
  - Monitors and oversees the insurance needs of the high school.
- Oversight of Human Resource Matters:
  - Administers benefit package for employees.
  - Maintains Employee files, including compliance data.
- Other responsibilities as delegated by the President

Time Commitment:
- 12 Month Position
- Occasional night, weekend and other commitments.

BA in Accounting preferred. Previous experience in a school’s business office or with a non-profit organization is preferred. Applicants must support the philosophy and Mission of the school.

Application and Timeline
Individuals interested in the position are invited to apply online at https://www.applitrack.com/archchicago/onlineapp as soon as possible. Applications will be reviewed as they are processed, and a position may be offered prior to the anticipated deadline of October 4 if the Administration feels this would be in the best interest of the High School to do so.

Sr. Rita of Cascia High School is an Equal Opportunity Employer