Title: Director of Finance/Controller

Relationships: Collaborates with, is supported by and directly reports to the President. Collaborates with members of the school leadership. Supports, cultivates and mentors stakeholders’ in their financial literacy.

Summary
The Director of Finance / Controller is delegated primary responsibility and direction by the President for RCPHS’s accounting and financial operations, which includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of RCPHS’s reported financial results and ensure that reported results comply with generally accepted accounting principles.

Areas of shared responsibility and direction include staff and faculty development and performance evaluation, the supervision of the learning and operational environments, school culture/climate, and the fostering of the mission of Resurrection College Prep High School.

Qualifications
Dispositions: The successful candidate will aim to mediate a Catholic culture within the school faith community; communicate Catholic moral and intellectual values; demonstrate precision, accuracy, self-direction and collaboration in all areas of responsibility; develop joyful and professional interpersonal relationships with stakeholders; and view their service as a vocation that is grounded in truth, charity, hope and joy.

Experience: The successful candidate will possess at least five years of experience in a similar role. Strong knowledge of not-for-profit accounting following Generally Accepted Accounting Principles, attention to detail and problem-solving, and practical and tactful communication with various stakeholders was essential. Additionally, previous experience must demonstrate the candidates ability to provide collaborative and forward thinking leadership and motivation skills.
Education and licensure: The successful candidate must possess an undergraduate degree in a relevant area. Current licensure, or eligibility, as an Illinois Chief School Business Official is a strong though not required credential.

Essential Functions: This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice at the determination of the President. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Specific tasks include:

1. **Financial Management**
   a. Provide strategic and financial leadership and clear communications to the leadership team in the areas of treasury, budgeting, audit, accounting, forecasting and human resources
   b. Maintain the accuracy of the general ledger and appropriate financial statement reporting
   c. Manage financial controls and accounting policies and procedures
   d. Oversee general accounting, accounts payable, accounts receivable and payroll
   e. Review journal entries, account reconciliations, financial analysis and manage daily accounting processes
   f. Develop and maintain systems of internal controls to safeguard financial assets of RCPHS
   g. Review and analyze monthly financial information
   h. Monitor cash flows
   i. Lead and coordinate the annual budget process
   j. Lead and coordinate the annual financial statement audit
   k. Calculate and issue financial and operating metrics
   l. Provide financial analysis as needed (e.g. capital investments, financing and contract negotiations)
   m. Monitor debt levels and compliance with debt covenants
   n. Comply with local, state and federal government reporting requirements and tax filings
   o. Attend Finance and Investment Committee meetings as well as Board meetings as directed by the President
   p. Negotiate and maintain annual renewal of property and liability insurance in collaboration with the President

2. **Human Resources**
a. Serve as the first point of contact for employee related questions pertaining to payroll and other financial matters
b. Negotiate annual renewal of health, dental, life and AD&D benefits in collaboration with the President
c. Supervise preparation of payroll
d. Coordinate with payroll service provider for all year end payroll reporting
e. Assist in the design and implementation of calculations of wage incentives and salaries for staff

3. **Tuition and Tuition Assistance**
   a. Administer tuition assistance process, including distribution, parent notification and requests for additional assistance
   b. Monitor tuition receivables and work with families to develop payment arrangements as needed
   c. Work with collection attorneys on accounts sent to them for collection
d. Present Tuition Assistance process/program to incoming families on day of placement exam.