



DIRECTOR OF FINANCE JOB DESCRIPTION

Open Position: Director of Finance

Xavier Jesuit Academy seeks a mission-driven Director of Finance to develop, implement and support the school's financial, administrative, and business policies, processes and systems.

Position Type: Full time

Start Date: February - March 2023

Equal Employment Opportunity: Xavier Jesuit Academy is an equal opportunity employer.

About Xavier Jesuit Academy

Xavier Jesuit Academy (XJA), a newly established Catholic, Jesuit, urban primary school in Cincinnati, OH that will serve male students in 3rd through 8th grade from modest economic backgrounds, aims to open for the fall of the 2024-25 academic year at the site of the former St. Agnes School building at the Church of the Resurrection (1625 Carolina Avenue, Cincinnati, OH 45237) in the Bond Hill neighborhood.

Mission: Preparing young males to be leaders and "Men for Others" through disciplined academic preparation for life in the Catholic and Jesuit tradition, while enriching their families and communities.

XJA will provide a disciplined academic program with robust faith formation, thus preparing graduates to thrive in academics and Christian leadership in high school, college, employment, and life. XJA will strive to form young "men for others" who become leaders, and are faith-filled, loving, strive for intellectual excellence, are committed to justice, and open to growth.

XJA will strive to build a culture of love and service, dedicated to upholding the dignity and supporting the flourishing of each person as a child of God. XJA is committed to establishing a solid learning model grounded in the Catholic, Jesuit tradition, upheld by Gospel values, academic excellence and self-discipline. XJA strives to become a tangible catalyst of love and a hope filled future for the students, their families and networks of care, and the Bond Hill / Roselawn communities who are working for economic and education equity and opportunity, especially for young African American males. The Jesuits have a history of serving youth in poverty across the country through faith-based education that transforms lives and breaks the cycle of poverty.

Xavier Jesuit Academy is committed to:

- Strong partnerships with families, networks of care, and community
- Disciplined academic programming and environment with extended school day and low student to teacher/support staff ratio
- Focused summer academic and formation programming
- Care for the whole person

The [Midwest Province of the Society of Jesus](#) (Jesuits) sponsors XJA as an independent Catholic school.

Position Summary:

The Director of Finance (Director) reports directly to the President of Xavier Jesuit Academy and will work closely with the Treasurer and Finance Committee Chair, Vice President of Advancement, Principal, and any front office staff. The Director is the financial and business leader of XJA. As a start-up school, the Director has the unique opportunity to greatly assist in the continued design, development, implementation, and maintenance of the financial policies, procedures, processes and systems. The Director accounts for and records all business affairs and transactions, day-to-day business operations, human resources functions, and all student education financial resources through the State of Ohio and other funds.

Hours & Commitment:

- Approx. 40 hrs. per workweek; Flexible days dependent on meeting dates and time sensitive tasks; Some remote work opportunities in advance of school opening.

Role Overview:

The Director of Finance is responsible for keeping the financial books and records of XJA, necessary for strong financial management and compliance. The Director will be the financial and business leader of XJA, a trusted business advisor to the President, providing counsel on business and financial matters. Responsibilities include managing day-to-day financial operations (i.e., banking, transaction recording, payroll and employee benefits administration, financial decision-making), as well as developing, maintaining and managing short and long-term cash, capital and operating budgets. As the financial and business leader of XJA, the Director will also have responsibility for developing, implementing, and maintaining necessary business policies, processes, procedures and systems.

Financial and Business Leadership Responsibilities:

- Develop, implement and maintain policies, procedures, and systems responsive to the financial and business (i.e., philanthropy and operational) needs of XJA.
- Account for and record all business affairs and transactions.
- Prepare relevant financial analyses and recommendations to the President and the Finance Committee for key decisions, including but not limited to:
 - Salary goals and benchmarking
 - Employee benefit plan selection and benchmarking;
 - Significant vendor contracts
 - Cost/benefit analysis
 - Investment management

- Direct human resources functions:
 - Oversee payroll and coordinate employee benefit programs:
 - Coordinate semi-monthly processing of payroll in PayCor
 - Enter and review semi-monthly payroll journal entries.
 - Coordinate 403(b) recordkeeping and upload amounts to the 03(b)4 website.
 - Manage and collect employee paperwork items as required by law and the Archdiocese of Cincinnati.
- Work with the President and vendors regarding insurance renewals.
- Support as necessary the work of Board Committees, including but not limited to:
 - Finance Committee; Investment Subcommittee
 - Facilities & Technology Committee
 - Philanthropy & Mission Advancement Committee
- Maintain the strictest confidence concerning personnel, students, and operational concerns of XJA.
- Provide other assistance to President, VP of Advancement, Principal, Treasurer and Board as needed.

Management of Accounting and Finance Functions:

- Develop and maintain key financial controls and disciplines, including but not limited to:
 - Annual operating, capital and cash flow budgets
 - Long term financial plan
 - Internal accounting controls (account reconciliations, controls over expenditures and supplies, tuition and student fee processes, vendor contract management, etc.)
 - Process receipt of contributions.
- Develop and maintaining banking and investment advisor relationships
- Perform key financial processes (i.e., purchasing and expenditures, payroll, student funding)
 - Manage [Ohio EdChoice Scholarship](#) program
- Work cooperatively and effectively with external auditors throughout the fiscal year.
- Develop, maintain and publish financial reports, including financial statements with all required disclosures.
 - Supplemental financial analyses for philanthropic results, projected cash flows, capital project spend, etc.
 - Financial reports required for donors, grantors, etc.
- Lead the preparation, implementation, monitoring and presentation of the school operating budget to the President and Finance Committee.
- Responsible for maintenance of tax-exempt status and preparation of any needed tax returns and filings

Education & Experience:

- Minimum 10 years' financial management experience (fund accounting experience is a plus) with some experience in a financial role at a nonprofit organization.
- Undergraduate degree in Accounting or Finance required; CPA or MBA is a plus

Skills & Qualifications:

- Demonstrated knowledge Microsoft Office apps and Quickbooks preferred
- Comfortable with Google WorkSpace Suite applications and tools
- Excellent verbal and written communication skills
- Ability to simultaneously manage multiple projects
- Excellent interpersonal and customer service skills
- Strong organizational skills and attention to detail
 - Time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and work collaboratively as appropriate
- Proficient with financial software and ability to learn new systems
- Supports and adheres to the Code of Conduct, policies and procedures of XJA, and the Archdiocese of Cincinnati [SafeParish™](#) safe environment training and policies.
- Represents XJA's mission, its students and families, its personnel, the Jesuits, the Catholic Church, and the local community of the school in an upstanding and positive manner in all interactions in the wider community.

Work Accommodations:

- Temporary officing with XJA staff until workable space becomes available at XJA site; Some remote work options dependant on office space and tasks until workable space becomes available at XJA site; Some in-person meetings at XJA site and elsewhere
- Tech & Communications Abilities
 - Use laptop computer with financial software
 - Strong at-home internet access
 - Ability to participate in remote video meetings
 - Ability to communicate via mobile phone
 - Ability to communicate via email
 - An @xavierja.org email will be assigned

Wages and Benefits:

- Benefits package includes competitive salary commensurate with education and experience, health insurance, retirement plan, and work/life balance.

How to Apply:

- Send cover letter and resume to: employment@xavierja.org
- **Inquiries & More Info Contact:** Alma Helping, Treasurer: alma@kvcompany.com

The Xavier Jesuit Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Xavier Jesuit Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

