



Job Posting
Director of Finance

Position Summary

McQuaid Jesuit's Director of Finance, reporting to the VP of operations, is responsible for the financial operations and functions of the school.

Essential Functions and Key Responsibilities

- Oversee accounting systems, interim reporting, and cash management
- Oversee administration of the school's finance office, and payroll/benefit functions
- Manage the operation of the finance office – accounts payable, student billing, Gold Card, accounts receivable, regulatory compliance, etc.
- Participate in coordinating agendas and required meeting materials for the finance committee
- Prepare materials/reports required for external audit interface
- Collaborate with the school's VP of operations on risk management matters

Additional Responsibilities

- Provide support to various financial stakeholder committees of the board of trustees
- Provide support to school's VP of operations on financial/risk management issues
- Other duties as assigned

Supervisory Responsibility

- Finance Office staff (Two - Finance Manager/Analysts)
- External financial vendors and consultants

Competencies/Skills

- A high level of integrity with a cooperative and collaborative approach
- An excellent work ethic with a strong attention to detail
- A strong understanding of and commitment to the mission of McQuaid Jesuit that shapes all decisions: financial, educational, and ethical
- Knowledge and experience in administering financial systems, accounting, controls, and reporting
- Creativity, analytical skills, project development/execution and management skills
- Excellent collaboration and communication skills at all levels, both internal and external

Qualifications

Bachelor's degree in accounting, finance or related field plus 5 years of advanced level finance experience OR a minimum of seven to 10 years of advanced level finance experience. CPA preferred.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch; talk or hear. Ability to sit and stand and use a computer, retrieve items from a printer. Must be environmentally adaptable. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Specific verbal abilities required include speaking and hearing. Walk/move in and outside the school. Drive to meetings with vendors.

Position Type and Expected Hours of Work

This is a full-time, exempt, 12-month position. Typical office hours are from 8 a.m. to 4 p.m. Monday through Friday. Additional hours may be required and flexible scheduling may be requested based on office/school requirements.

How to Apply

Interested candidates should submit a resume and letter of interest via email to employment@mcquaid.org on or before February 26, 2021.