



Mercy High School Finance Director

The **Finance Director** is charged with providing the financial leadership necessary for creating and maintaining conditions for a high level of credibility, accountability and efficiency within the school. The Finance Director will assist in planning, organizing, directing and managing the overall financial and business functions to assure the school's financial well-being. He/She will serve as cash manager and investment officer.

ESSENTIAL FUNCTIONS:

1. Supports the mission, vision and values of Mercy High School.
2. Serves as an advisor on all financial matters affecting the school. Provides analysis, insight and recommendations to the President, Finance Committee and Board of Trustees on financial and budget details.
3. Coordinates the annual budget process across all areas of the school under the supervision of the President and administers a budget control system to ensure ongoing alignment with the approved budget.
4. Supervises the maintenance of the school's fiscal accounting system in a manner consistent with established and accepted governmental accounting principles and practices and in sufficient detail to produce adequate revenue, expenditure, and statistical data for management purposes.
5. Manages daily cash flow at appropriate levels and invests all available funds in accordance with school's investment policy.
6. Provides and maintains adequate controls and safeguards to protect school funds and property.
7. Supervises and manages the collection, safekeeping, and distribution of all funds, including tuition.
8. Prepares and distributes monthly financial statements comparing actual results to budget and provides variance analysis and insight to the Finance Committee of the Board of Directors. Financial statements include P&L, Balance Sheet and Cash Flow.
9. Compiles data for any/all state and federal reports related to the school's financial practices; completes and files all such reports.
10. Oversees and manages the financial transactions of student body funds, capital project funds, grant funds, and endowment funds.
11. Attends Finance Committee and Board of Trustee meetings and makes reports to the Board as directed by the President.
12. Annually submit all financial records for audit/review, coordinate the audit/review process, and prepare comprehensive annual financial reports.
13. Directs the timely completion of bill payment, monthly payroll and manages the school's benefit packages
14. Communicates with banks, regulatory agencies, school employees, parents and other groups as needed.
15. Administer and maintain all insurance functions for the school, including business and employee medical insurance.
16. Assists in development and ongoing support for long range planning.
17. Performs other such duties as assigned by the President.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Accounting with five-years of experience preferred.
2. Knowledge of professional accounting principles, techniques, procedures, and financial reporting.
3. Progressive thinking in the areas of business management and able to work cooperatively with others.
4. Able to provide leadership in budget planning, in cooperation with administration and staff.
5. Extensive technical skills in the areas of budgeting and monitoring a multi-million dollar annual budget.
6. Excellent skills in the area of fiscal management.
7. Able to complete essential functions of position.
8. Experience with Microsoft Office required and Blackbaud Financial Edge and FACTS preferred.

APPLICATION PROCESS: Submit letter of interest and resume to hannond@mercyhigh.org.