

Cathedral High School

Job Description

Job Title: Vice President of Finance/Chief Financial Officer
Department: Finance
Reports To: President
FLSA Status: Exempt

SUMMARY:

This position has primary responsibility for insuring that the financial affairs of the school are carried out in a Christian, fiscally responsible nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Insures that the school is fiscally sound.

Is responsible for the timely completion of the school's annual independent audit report.

Serves on the Finance Committee and the Investment Oversight Committee.

Has the primary responsibility for the preparation of the annual school budget.

Supervises the financial operations of the school's Business Office by understanding all accounting systems and processes utilized in the Business Office.

Insures compliance with accounting policies and procedures.

Reviews and approves the weekly cash disbursements of the school.

Communicates periodically with the Treasurer and President relative to the financial position and issues of the school.

Insures compliance with the written Investment Policy Statement.

Periodically prepares strategic financial plans at the direction of the Board of Trustees.

Manages capital budgets as required.

Insures compliance with Bond Issue and Line of Credit financial requirements.

Supervises the preparation of, and actually prepares required and requested work papers for the annual audit.

Periodically requests proposals relative to financial services to the school.

Presents quarterly financial statements and other data to the Board of Trustees and bank.

Maintains other records necessary for review and presentation to the Finance Committee as required by the Treasurer and/or the President.

Cathedral High School

Job Description

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees in the Business Office. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities included interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition, this position directly manages relationships with outside vendors and committees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's degree (M.A./M.B.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Candidates must maintain a current Certified Public Accountant (CPA) license.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent must be able to sit, stand, walk, use hands and fingers as well as talk or hear routinely throughout the work day. Incumbent must also be able to climb, kneel, stoop, crouch or balance regularly as a part of this job. Incumbent may be required to lift or carry up to 25 pounds as a part of this job.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cathedral High School

Job Description

Incumbent will work in a regular office environment with moderate noise.

Character Qualities necessary to be successful in this position: These are examples:

Diligent

Organized

Thorough

Employee Focused