



JOB TITLE: DIRECTOR OF FINANCE  
REPORTS TO: PRESIDENT  
LATEST UPDATE OF DESCRIPTION: FEBRUARY 2012

JOB PURPOSE: The Director of Finance is responsible for the financial functions and reporting for the school.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervision of Finance Office.
- Coordinates and prepares the Annual Operating and Capital Budgets for Board approval.
- Handles all cash and investment transactions; manages cash requirements.
- Oversees recording of receipts, disbursements and journal entries for monthly financial reporting, including preparation of reports for the current unrestricted fund, restricted fund, endowment fund, school clubs, and capital campaign for the President and the Chairman of the Finance Committee.
- Presents financial reports to Finance Committee.
- Prepares financial analysis as requested.
- Prepares tuition billings, manages and records collections. Coordinates financial aid.
- Oversees all payroll activities, including preparation and submission to contracted service.
- Coordinates personnel and benefits administration, including benefit plans and letters of employment as directed by President or Principal.
- Administrates insurance and liability matters.
- Monitors compliance with Investment Policy, including NYPMIFA requirements.

#### QUALIFICATIONS:

- Bachelors Degree in Accounting/Finance.
- 5-7 years' Accounting experience in a non-profit environment preferred.
- Spreadsheet proficiency; general ledger, billing software (Blackbaud) proficiency.
- Knowledge of payroll and fund accounting.
- Strong communication skills and demonstrated ability to deal effectively with parents, students, teachers, administrators and Board member committees.
- Strong organizational skills are essential. Must be able to work well with constant interruptions.

To apply, send letter of interest, resume and three letters of recommendations to:

Suzanne Johnston, President  
Our Lady of Mercy High School  
1437 Blossom Road  
Rochester, New York 14610