The Regis School of the Sacred Heart

POSITION: Director of Accounting and Finance

DEPARTMENT: Accounting
REPORTS TO: Head of School

STATUS: Full-time, year-round, non-exempt
SALARY: Competitive

Position Announcement
Regis is seeking energetic, highly-motivated candidates for the position of Director of Accounting and Finance. The role will be responsible for all financial matters relating to the school and have integral involvement with all departments in the school. An all-hands-on-deck commitment to a variety of boys’ school-specific activities, is imperative.

Our Regis Community
Founded in 1991, The Regis School of the Sacred Heart is an independent, Catholic school for boys in grades 3 Pre-Kindergarten through Eighth grade. Regis holds membership with the Network of Sacred Heart Schools, and is accredited through the Independent Schools Association of the Southwest and the Texas Catholic Conference Education Department.

As a Sacred Heart School our mission is rooted in The Five Goals of Sacred Heart Education:
Goal One: A Personal and Active Faith in God
Goal Two: A Deep Respect for Intellectual Values
Goal Three: A Social Awareness that Impels to Action
Goal Four: The Building of Community as a Christian Value
Goal Five: Personal Growth in an Atmosphere of Wise Freedom

FINANCIAL MANAGEMENT DUTIES AND RESPONSIBILITIES:

- Be knowledgeable and able to communicate the strategic plan/strategic financial plan to appropriate constituencies while maintaining and updating the 5-year plan
- Prepare monthly financial reports and forecasting and present findings and recommendations to the Head of School and Board of Directors
- Review with the Head of School the end-of-month financial report prior to sending to the Board’s Financial Committee and communicate significant budget variances
- Evaluate the school’s actual performance as measured against the approved annual budget
- Develop and administer the operating budget of the school, assuring that division and department heads are within budgetary guidelines regarding annual purchases
- Develop recommendations to the Finance Committee for annual tuition increase, financial aid budget and salary increments in consultation with the Head of School
- Compile financial data to provide audit trails and supporting material in preparation for the annual audit and worker’s compensation audit. Additionally compile data for accreditation on occasion
- Stay abreast of all federal, state and local tax laws as they affect the school in order to ensure compliance with the law
• Assist the Board of Directors’ Finance Committee in the development of a school endowment and the investment of unrestricted funds
• Review reports on the historical and future trends that determine appropriate paths for financial development
• Maintaining clear distinctions between net assets without donor restrictions and those with donor restrictions.

CONTROLLER DUTIES AND RESPONSIBILITIES:

• Recommend and maintain the school’s accounting principles, practices, procedures, and initiatives
• Prepare all disbursements for the purchasing function and develop policies related to the procurement of goods and services needed for the school to function economically and efficiently
• At year end, prepare 1099s
• Oversee the VISA purchase card program and import into the general ledger
• Prepare all invoicing on tuition billings annually and set up AutoPay schedules
• Record and remote deposit all checks sent to the school and approve all online payments
• Collect all overdue/delinquent accounts, including consulting with legal counsel and Head of School regarding the appropriate management of overdue accounts
• Reconcile monthly bank accounts and prepare all journal entries for third party review
• Secure quotes on annual general liability insurance and medical insurance
• Prepare all invoicing on tuition billings annually and set up AutoPay schedules
• Record and remote deposit all checks sent to the school and approve all online payments
• Collect all overdue/delinquent accounts, including consulting with legal counsel and Head of School regarding the appropriate management of overdue accounts
• Reconcile monthly bank accounts and prepare all journal entries for third party review
• Secure quotes on annual general liability insurance and medical insurance
• Maintain the accounting books for the Parents’ Association within QuickBooks
• Gather FAST Data sheets for financial aid committee review and prepare award letters

HUMAN RESOURCES DUTIES AND RESPONSIBILITIES:

• Prepare semi-monthly payroll into Paycom and enter in General Ledger
• Record all ACA compliance data into Paycom for year end reporting 1094/1095
• Maintain PTO system in Paycom
• Administer employee contracts with help of Head of School and Head of School Assistant
• Onboard all new hires and administer benefits enrollment and reenrollment
• Administer TIAA 403b Retirement Plan and report annual compliance
• Report any worker’s compensation claims and short-term disability claims

QUALIFICATION, EDUCATION AND EXPERIENCE:

• Minimum of five year experience in accounting which includes demonstrated proficiency in Microsoft Office Suite, including Excel, Word, PowerPoint. Experience with ERP highly preferred (Veracross). Non-profit experience, particularly in a educational setting, highly preferred
• Bachelor’s degree from an accredited college or university. Master’s degree is a plus. Prefer CPA
• Excellent written and verbal communication skills. Demonstrated business writing proficiency, including grammar, punctuation, and editing. Ability to convey complex information in a concise and clear written manner
• Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Also able to handle and complete multiple tasks or projects with multiple deadlines
• Ability to deal professionally, courteously and efficiently with the public and all levels of the school
• Can demonstrate effective customer relations skills working with diverse populations, often in stressful, fast-paced environments
• Background check, references and completion of CMG Safe Haven Training required
HOW TO APPLY:

Interested candidates must complete the online application, and submit a letter of interest, current resume and three references to Sheila Messina at smessina@theregisschool.org. We thank all applicants for their interest; however, only those candidates identified for further consideration will be contacted. No phone calls, please.

Regis seeks to attract qualified individuals of diverse backgrounds to its faculty and staff. The school is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, religion, physical or mental disability, or any other status protected by applicable law.

February 1, 2022