



Director of Finance and Human Resources

Department: Finance and Human Resources

FLSA Classification: Exempt

Employee Type: FT/12-mo

Reports To: President

Overview:

Cristo Rey Jesuit College Preparatory School of Houston (“CRJ”) is a Catholic, Jesuit sponsored, college preparatory school for students from households of low to moderate income. CRJ nurtures and challenges young women and men of all faiths to recognize and realize their full potential as they grow to love God, respect others, and serve their community as servant leaders. Each student participates in the Corporate Work Study Program which offers a weekly work study experience for all four years.

We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston’s most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school’s mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

Read more about Cristo Rey Jesuit’s teaching model and school community on our website:

<https://www.cristoreyjesuit.org/>

Who YOU are:

You are an organized self-starter, who enjoys the challenge of managing multiple projects at once. You enjoy collaborating with other Departments on Finance and HR matters. Your attention to detail allows you to execute on your duties quickly, efficiently, and accurately to provide the support needed to other departments and stakeholders.

The Job: The Director of Finance and Human Resources is a senior leadership position primarily responsible for the administration of all financial and human resources functions of the school. In this role, the Director manages an approximate \$10 million annual operating budget and serves a community of about 90 employees and 500 students. The Director supervises a team of 2.5 employees. The Finance and Human Resources Department is one of the Service Departments of the school that report directly to the President, but have secondary (dotted-



line) reporting requirements to the Principal, and leaders of Corporate Work Study, Community Engagement, and Admissions.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Finance:

1. Oversees the business operations of the school within the framework of school policy.
2. Ensures Cristo Rey Jesuit and all its entities are in compliance with federal and state guidelines/reporting.
3. Sets accounting policies and procedures within the guidelines of generally accepted accounting policies and current tax regulations.
4. Updates Accounting Policies and Procedures manual as needed to continue implementation of internal controls and best practices.
5. Supervises the finance office staff and all business and accounting functions.
6. Manages the school's financial/banking relations and monitors cash positions in all accounts to provide for operations of the school. Oversees investments within the schools operating accounts within guidelines of investment and banking policies of the school.
7. Manages finances and reporting for the Cristo Rey Jesuit Houston Foundation, the school's endowment fund.
8. Oversees all accounting functions related to expenditures and collection and recording of revenues from the Corporate Work-Study Program, donations, and tuition. Oversees monthly closing processes and preparation of monthly financial statements for Board of Trustees. Oversees and assists in the preparation of the annual financial statements, Forms 990, Forms 1099, the annual audit and any other tax or regulatory reporting.
9. Manages preparation of Annual Data Report ("ADR") to the Cristo Rey Network. The Cristo Rey Network ADR is composed of financial, enrollment, academic, and alumni graduation data. This report is prepared collaboratively among all departments.
10. Participates in general and committee meetings of the Board of Trustees and the Foundation Board. Implements directives of the Board as delegated by the President. Assists the Board of Trustees and school President in the development, implementation and management of the school's Strategic Plan.
11. Prepares, annually, for the approval by the President, Finance Committee, and Board of Trustee (during their April meeting), a budget for the following year and a five-year operating and capital improvements projection. Implements financial and investment strategies to maintain long-term financial sustainability of the school.
12. Works with outside providers to manage property, liability, vehicle, workers' compensation, student accident, and other business insurance coverage.
13. Works with the Admissions Department to evaluate applicants' financial position for compliance with Cristo Rey Network Standard 2 (family income requirement).



14. Works with the Academics Department to ensure the school is fully capitalizing on federal title funding opportunities.
15. Works with the Academics Department to assist in the preparation of the Texas Conference of Catholic Bishops ("TCCB") Education Department Accreditation Report (every five years) and Annual Report.
16. Works with the Community Engagement Department to fully understand donation projections and pledge funding timelines.
17. Reviews school contracts for compliance and financial requirements.
18. Supports President when the need to work with outside attorneys reviewing contracts and other legal issues.

Human Resources:

1. Working with the President, recommends and implements employee compensation structure, employee policies and procedures.
2. Prepares an annual report for the President of compensation norms for faculty and staff in the Houston, inner city, area.
3. Communicates relevant information to employees on a timely basis.
4. Approves semi-monthly payroll and maintains payroll records through third-party payroll company. Serves as the back-up payroll preparer.
5. Ensures that all tax reporting requirements are fulfilled on a timely basis
6. Assists with processing student payroll as needed.
7. Administers all employee benefits plans including medical, dental, vision, disability insurance, life insurance and savings plan. Works with benefits brokers to evaluate, recommend and select health and wellness plans each year.
8. Oversees the annual open enrollment process and assists employees with ongoing utilization of their benefits.
9. Oversees annual and period employee training requirement (Safe Haven, etc.).
10. Oversees and/or performs hiring process, onboarding of new employees, and annual teacher contract renewals. Works with the Academics Department to ensure compliance with employment laws and TCCB-ED requirements.
11. Oversees and/or performs all human resource processes and record keeping, including annual performance reviews, performance improvement plans, employee handbooks, and personnel files. Personnel files also to be maintained per TCCB-ED recommendations.
12. In conjunction with the employees' direct supervisors, serves as employee relations liaison for performance issues, behavior issues and employee concerns.
13. Reconciles all payroll and benefit general ledger accounts to the payroll register to ensure appropriate reporting of payroll and accuracy within the benefit statements.
14. Primarily responsible for hiring and termination of employees



Education and/or Experience:

- Bachelor's degree in accounting, finance or relevant business major from a four-year college or university.
- CPA or MBA preferred.
- Five to ten years financial and administrative experience in a public or private school or other nonprofit organization.
- Preferred up to three years of human resources experience and direct application of employee practices
- Fluency in Spanish is a plus.

Key Competencies:

To perform this job successfully, an individual should possess the following key competencies:

- Must view collaboration with other departments as imperative to the success of the Finance and Human Resources Department.
- Must believe in the mission of the school and always place the success of teaching and guiding our students as the highest priority.
- Strong project management skills; ability to work on deadlines as needed.
- Exceptional leadership and management skills;
- Excellent written and oral communication skills.
- Ability to work in the dynamic, fast-paced environment of an urban high school.
- Must be discreet and handle confidential matters
- Commitment to faith-based education and holistic student development
- A desire to learn and be part of the unique Cristo Rey mission
- Must be able to incorporate school mission into all messaging
- Ability to work in a multicultural environment that embraces diversity, equity and inclusion.

Computer Skills:

- Knowledge of Paycor as well as other HR software applications is preferred
- Strong knowledge of Microsoft Office Suite, Google applications, and Windows
- Strong knowledge of QuickBooks Online, Tipalti, Divvy/Bill.com or other third-party A/P processors
- Advanced Excel skills

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff, corporate partners, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 10 lbs.

Cristo Rey Jesuit College Preparatory School of Houston is an equal opportunity employer.