

Director, Finance

St. Pius X High School is seeking a talented and knowledgeable Director of Finance to lead our Business Office in providing timely and accurate information and outputs that allows the school to deliver on its mission in the most effective and comprehensive way possible. Oversees the functions of accounting, audit, payroll, family billing, budgeting, payables, procurement, financial aid and all tax filings. Generates policies to ensure legal compliance and safeguarding of assets; finds creative solutions to organizational problems; and supervises the team to deliver with compassion and integrity.

Position: Director, Finance (2024/2025)

Description

FLSA: Full-time, Contract, Exempt

Reports to: Head of School

Schedule: 7:30 AM – 4:00 PM, Monday – Friday, plus scheduled events

Mission: Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Responsibilities:

- Maintains system and documentation of internal controls, accounting policies and procedures, accounting systems and financial reporting systems for St. Pius X High School and the St. Pius X Foundation.
- Responsible for financial policies, provides financial services, prepares financial reports, appraises and reports on the results of operations in accordance with GAAP.
- Advises Head of School and/or the St. Pius X Board of Directors on potential or desirable operational changes that may result from or required by the Internal Revenue Service (IRS), the Financial Accounting Standards Board (FASB), the American Institute of Certified Public Accountants (AICPA) or other authoritative bodies affecting St. Pius X.
- Ensures timely, complete and accurate accounting for all transactions, timely reconciliations of balance sheet accounts and appropriate coding and approval of expenses in the general ledger to provide the information needed for effective management of the organization.
- Coordinates the annual audit of St. Pius X operations and such other audits of financial accounting data as may be required. Coordinates the annual 990 tax filing.
- Oversees the preparation of monthly, quarterly and annual financial and management reports, including appropriate analysis.
- Directly supervises administrative Business Office team members including tuition billing and receipts, procurement and payables, general ledger

management, the financial aid process, payroll compliance, and spirit store inventory management. Arranges for cross-training as appropriate to service internal clients.

- Responsible for hiring, training, and evaluating all Business Office staff. Conducts annual performance reviews and addresses concerns in a timely manner.
- Serves on the Finance Committee of the School Board.
- Other projects as assigned, and ad hoc analyses as needed for business decision making.

Required Qualifications:

- Minimum Bachelor's degree in Finance, Business Administration, Accounting or Economics; Master's degree and/or CPA preferred.
- At least 5 years' prior accounting and management experience; financial experience within a non-profit organization is a plus.
- Strong analytical, math, spreadsheet skills; proficient with accounting software, automation, and integration.
- Knowledge of and up to date on GAAP.
- Communication both written and verbal in a brave, clear, and collaborative manner.
- Ability to multitask, prioritize and delegate.