



CARDINAL MOONEY
H I G H S C H O O L

Director of Finance

Overview:

Cardinal Mooney is a prominent Catholic high school in the Mahoning Valley and has been known and respected since 1956 for maintaining excellence in its academic, spiritual and extra-curricular traditions. Cardinal Mooney's time-tested educational and character development program produces highly successful graduates that are leaders in business and industry, government, the Church, education, arts, and entrepreneurship.

Reports to: President

Essential Functions and Responsibilities:

Requirements:

- Master's degree in business administration, accounting, finance or general management or equivalent experience with a minimum of five years.
- Clean FBI/BCI background check
- Complete Virtus Training

Qualities:

- Ability to interface and maintain effective relationships with students, faculty, administrators, and parents.
- Professional written and verbal communication, organizational, and interpersonal skills.
- Proficiency in Microsoft Office required. Experience with G Suite preferred.
- Ability to handle multiple, simultaneous, and complex tasks and projects efficiently and effectively without constant supervision.
- Professional in appearance.
- Exhibits a positive and friendly attitude.

Position Responsibilities:

Finance

- Prepares and reviews financial and budget statements, investment and capital project reports; makes presentations to the president, board and committees as appropriate. Keeps the president and board informed as to the financial condition of the school.



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- Monitors all loans and indebtedness, including interfund transfers.

Budget

- Assembles preliminary annual budget from departmental requests and estimates operating expense and income.
- Establishes need and priority of requests in consultation with the president and division heads
- Collaborates with the director of advancement to articulate operating support targets as part of the annual plan.
- Develops recommendations to the finance committee for annual tuition increases, financial aid budget, and salary plan increments in consultation with the president.
- Prepares annual budget proposal for finance committee review and approval.
- Ensures that all expenditures are consistent with the approved budget, or that deviation from the budget is approved in advance by the appropriate authority.

Accounting

- Responsible for establishing and maintaining appropriate procedures and controls for all financial systems and for supervision of accounting and bookkeeping personnel.
- Supervises business office activities involving payroll, accounts payable, accounts receivable, cash, parent loans and financial aid, general ledger, purchasing, employee benefit administration, taxes and other accounting systems.
- Coordinates annual independent audit including bad debt, confirmations, and legal contingency matters.
- Supervises internal auditing of all financial and accounting systems.
- Coordinates relationship with the school's independent auditors and supervises preparation of work papers for annual audit. Responds to auditor's administrative recommendations in the management letter.

Personnel Management

- Establishes and supervises the administration of personnel programs and policies as they relate to hiring and termination procedures, time off, Workers' Compensation, safety, training, performance, evaluation and compensation.



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- Provides appropriate information to the president of school for salary comparisons, both internal and external, including preparing employment contracts.
- Supervises the administration of benefit programs.
- Ensures that the school's personnel policies support its programs and that the school's actions regarding hiring, compensation, training, promotion and separation conform with state and federal requirements.

Student Billing

- Administers accounts receivable, parent loans, financial aid, and student contracts.
- Responsible for oversight and collection of aged accounts receivable.
- Works with parents on financial issues relevant to their children's enrollment at the school.
- In collaboration with the director of admission and the president, analyzes, reviews and approves individual financial aid awards.
- Supervises EdChoice and John Peterson Scholarship applications and award processes.
- Oversees Free/Reduced Lunch Reimbursement Program.

Salary and Benefits:

1. Salary is negotiable and commensurate with experience
2. Medical, dental and vision benefits
3. 403(b) plan
4. Tuition remission for eligible employees

Cardinal Mooney is an equal opportunity employer. Our intent is to recruit, hire, train, and all persons in all job groups in accordance with the law, without regard to race, color, religion, sex, age, marital status, disability, national origin, or any other protected status.

Application Process:

Please email Letter of Interest and Resume to Patty Kalasky at pkalasky@cardinalmooney.com.