



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

EMPLOYMENT OPPORTUNITY

Director of Finance and Business Operations

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Director of Finance and Business Operations**.

Position Summary

The Director of Finance and Business Operations of Guerin Catholic High School is responsible for overseeing and executing all aspects of the school's financial management and accounting functions in accordance with the school and Diocesan mission including the development and execution of a sustainable, multi-year financial strategy to ensure the fiscal stability and operational vitality of the school.

Essential Duties

- Maintain continuous lines of communication with the president and other key members of the school on financial planning, budgeting, risk management, tax, internal control, cash flow, investment priorities, and policy matters.
- Serve as the financial liaison to the Diocesan Corporate Board (HCCHS), School Governing Board (SGB), Finance Committee, Audit Committee, and Facilities Committee.
- Prepare all reports for finance committee, HCCHS, SGB, and school.
- Oversee and administer fiscal affairs with a balance of Faith and Prudence.
- Responsible for Annual Budget process, to include planning, coordinating, and executing.
- Oversee operating accounting and GAAP accounting with views that are transparent and understandable. Research stakeholder needs and spending trends to establish the budget based on enrollment and teacher/staff hiring. Recommend and carry the budget through the finance committee and SGB reporting variances and recommendations for adjustments when necessary.
- Perform annual analysis of tuition rates and guide the Finance Committee and SGB through the process of establishing annual tuition and fee rates that aligns with the school's mission and ensures Guerin Catholic remains affordable and assessable to all who desire a Catholic education.
- Oversee and ensure a tuition assistance process that is fair and personalized.
- Oversee all banking and borrowing relationships.
- Oversee contracts relating to business operations, facility operations, and/or construction acting in a role of a consensus builder/coordinator.
- Establish documented procedures for finance and HR.
- Represent the organization externally, as necessary, particularly in banking, leasing, legal and insurance related negotiations.
- Promote a culture of high performance and continuous improvement that values learning, teamwork, collaboration, and quality.
- Oversee and improve administrative and operational accounting services such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing.
- Write the annual financial statements for presentation to the auditors along with preparing all required schedules. Coordinate the work of the accounting staff and review documentation prepared by accounting staff in connection with the audit.
- Ensure that all donor related activity is appropriately documented, tracked, reported in accordance with current tax law, and reflected in the annual audit.
- Serves as financial liaison with parents overseeing the tuition accounts receivable process, including proper application of financial aid, scholarships, and discounts; billing and collections; automated billing system; and reconciliations including collection of past due accounts.
- Review departmental budget reports in a timely manner with directors who maintain budget responsibility.
- Oversees the accounting transactions for restricted and other development related accounts in conjunction with the VP of Institutional Advancement to ensure donor accepted funds are utilized in an appropriate manner and are released according to Generally Accepted Accounting Principles.
- Coordinate the Indiana School Choice (Voucher) and the Scholarship Granting Organization (SGO) programs for the school, including compliance, student application, and remittance requests, with a keen eye on deadlines.

Qualifications

- Practicing Roman Catholic in good standing with the Catholic Church.
- Degree in accounting, finance, or business – CPA or MBA preferred.
- Minimum of 3-5 years experience in a supervisory position.
- Critical thinker who effectively analyzes and collaborates to find creative solutions to problems the organization faces.
- Strong financial acumen to maintain the organization's healthy fiscal status and advance the mission of the organization through effective budgeting.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills.
- Understanding and commitment to the educational mission of the diocesan high school in the Catholic Church.
- Valid driver's license and willingness to travel when necessary in order to advance the mission.

Salary and Benefits

This is a full-time, 12-month position administrative position. Salary is competitive and commensurate with experience and qualifications. Diocesan benefits include: Health, dental, and vision insurance; long-term disability insurance, paid-time-off, and retirement.

Application Procedure

Interested and qualified candidates are asked to submit a letter of interest, résumé with three professional references, one of which should be from a pastor, and a diocesan application. All documents should be emailed to: apply@guerincatholic.org.

Applications will be accepted until the position is filled.