



## St. Theodore Guerin High School

15300 Gray Road  
Noblesville, Indiana 46062

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

### 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 reports directly to the President and 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), Finance Council, and Facilities Committee.
- Prepare all reports for finance committee, HCCHS, SGB, and school.
- Supervise and oversee the work of staff direct reports: Tuition and Financial Aid Specialist, Accounts Receivable and Payroll Specialist, Accounts Payable Specialist, and Purchasing Specialist.
- 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 Council, reporting variances and recommendations for adjustments when necessary.
- Perform annual analysis of tuition rates and guide the Finance Council 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 --not commander
- 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 any and all administrative and operational accounting services
- 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.
- Support all internal and external audits.



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## EMPLOYMENT OPPORTUNITY

- In collaboration with the Advancement team, ensure that all donor related activity is appropriately documented, tracked, reported in accordance with current tax law, and reflected in the annual audit.
- Review departmental budget reports in a timely manner with directors who maintain budget responsibility.
- Oversee the accounting transactions for restricted and other development related accounts in conjunction with the Director of Institutional Advancement to ensure donor accepted funds are utilized in an appropriate manner and are released according to Generally Accepted Accounting Principles.
- Attend and actively participate in meetings of the Ops Team, MLT, Finance Council, Facilities Committee, HCCHSC, and diocesan-wide meetings for directors of business operations

### Qualifications

- Practicing Roman Catholic in good standing with the Catholic Church.
- Degree in accounting, finance, or business – CPA or MBA preferred.
- Minimum of 5-8 years of 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 as necessary in order to advance the mission.
- Experience working with Sage Intacct accounting software is preferred.
- Past work in a school setting is a plus.

### 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](mailto:apply@guerincatholic.org).

Applications will be accepted until the position is filled.

*St. Theodore Guerin High School is an Equal Opportunity Employer*