



Job Description

Title	Chief Financial Officer
Department(s)	Finance
Reports to	President/CEO
Supervises	Finance Office Personnel

School Description:

San Miguel Cristo Rey High School is a private, Catholic; college-prep high school sponsored by the De La Salle Brothers, serving students of diverse backgrounds from financially challenged families who live on the Southside of Tucson. San Miguel's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The school opened in August 2004. San Miguel currently has approximately 325 students and expects to be at 370 in the 2011 – 12 school year. Maximum enrollment is targeted at 400 students.

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a corporate work assignment. San Miguel Cristo Rey High School is part of the Cristo Rey Network, high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

The Corporate Internship Program is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency which trains the students for entry-level employment, hires them, and markets their services to local corporate clients. Typically, four students share one full-time position from. The fees for the students' services go directly to the school to pay a significant portion of the cost of education.

Job summary

As a member of the Leadership team, the Chief Financial Officer reports to the President. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, budgeting, legal, human resources, and risk management. The ideal candidate would be a disciplined self-starter who regularly sets ambitious goals for the entire department, and inspires the team to achieve them.

Summary of essential job functions

Fiscal and Business Office Responsibilities:

- Sets accounting policies and procedures within the guidelines of generally accepted accounting policies and current tax laws
- Creates, publishes and updates Accounting Policies and Procedures manual as needed
- Oversees the business operations of the School within the framework of School policy
- Supervises the finance office staff and all business and accounting functions
- Prepares and oversees the current year and five year operating and capital expenditures budgets. Works successfully with Leadership in completing a balanced budget. Submits final budget for approval to Board of Trustees
- Insures that financial planning is in compliance with the School's Financial Priorities and Strategic Plan
- Responsible for all accounting functions including monthly bank reconciliations, journal entries, sales and property tax returns, investment account reconciliations, pledge balance and contribution revenue reconciliations, and monthly financial reports
- Monitors cash flows; verifies weekly check runs and other check processing
- Reviews School contracts and leases for compliance and financial requirements
- Sets accounting policies and tax compliance requirements with the Advancement Office within the framework of the School philosophy, policies and current tax laws
- Liaison to Board of Trustees on financial matters; meets regularly with the School's Finance Committee
- Oversees investments within guidelines of investment and banking policies of the School
- Accounts for restricted fund net assets (e.g. endowments, scholarships, memorials, etc)
- Tracks purchases made related to all restricted grant funding and meets regularly with the Advancement Department regarding the status of grant spending
- Responsible for financial preparation of proposals for grants from foundations and corporations and Advancement's Annual Report
- Coordinates annual audit preparation with finance staff. Performs final review of financial statements and presents audited statements before the Board of Trustees
- Administers the Tuition Grant Program in cooperation with the principal, admissions director and the president

Human Resources:

- Responsible for by-monthly payroll for all employees including oversight, review and approval. Communicates regularly with employees with regards to changes or updates
- With and under the supervision of the President, reviews salary and stipend schedules to determine fairness, legal compliance, and effectiveness in drawing best qualified personnel to the School
- Reviews pension and benefit plans on a regular basis with the President and to determine attractiveness and economic practicality of benefits package
- Negotiates all employee benefits. Responsible for on-going education and communication with employees regarding their benefits

- Responsible for all personnel policies and the annual updating of Employee handbooks
- Provides guidance to management pertaining to legal obligations regarding employees

Risk management:

- Monitors and oversees insurance needs and issues for the School. In consultation with the School's insurance consultant, determines sufficiency of property and liability coverage
- Insures that all school assets are "protected" and properly accounted for
- Member of the School's Safety Committee

Other:

- Attends workshops and conferences to keep up-to-date with current accounting developments and tax laws
- Performs special projects, as needed
- Other duties as assigned by the President

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

Required Qualifications and Skills

- Desire to work for the mission of San Miguel Cristo Rey High School and San Miguel Corporate Internship
- Exercise courtesy to fellow employees, students, parents, business partners and the general public at all times
- Must be a self-starter: well organized: perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality ability to collaborate in a team environment: punctuality is a must; ability to travel if required
- Proficiency in computer technology to include word-processing, spreadsheets, power point and quick books
- Professional bearing: clean and neat personal appearance
- Ability to successfully pass a standard account test, background, criminal history, and credit history check

Education and Experience

- Bachelor's degree required; advanced degree preferred
- Three years proven experience as a director of finance or similar position in a small to medium firm or equivalent experience

- Three years experience in a management position including successful management experience
- Extensive knowledge of Quick books
- Superior analytical, written and verbal communication skills are crucial to this position
- The ideal candidate would be a disciplined self-starter who regularly sets ambitious goals for the entire department, and inspires the team to achieve them

Personal

Required:

- Understand and support the philosophies of the Catholic Church
- Commitment to De La Salle Christian Brothers Catholic educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Commitment to the mission of the school derived from personal faith and love for the poor

To Apply: Please submit Staff Application (download from school website at www.sanmiguelhigh.org), Resume, Cover Letter, and three references to:

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