



ARCHDIOCESE OF MIAMI

Office of Human Resources

The Office of Catholic Schools of the Archdiocese of Miami has an opening for the position of **Coordinator of School Finance**. This position reports directly to the Superintendent of Catholic Schools, providing oversight and guidance in the budgeting and contracting processes; as well as support in training, resource deployment, and financial planning services to ensure ongoing financial vitality throughout the Catholic school system.

The Coordinator of School Finance joins mission-driven team members who are passionate about Catholic education and formation of approximately 35,000 children in the archdiocese's 61 Catholic schools in Miami-Dade, Broward and Monroe counties. The Coordinator of School Finance fulfills all duties and responsibilities and performs in a manner that is consistent with the mission, vision and values of the Catholic Church in the Archdiocese of Miami.

Schedule: Monday to Friday, 7:30 A.M. to 4:00 P.M.; some flexibility required. This position works full-time on site at the Pastoral Center in Miami Shores

Key Responsibility Areas:

- School budget planning and review process
- Coordination of tasks and training related to the administration of compensation for faculty and administrators
- Administration of contracts and employment letters for education personnel, working with the Office of Human Resources.
- Coordination of the application process for Archdiocesan financial aid to qualifying schools
- Coordination of the Archdiocesan E-Rate program, working with any retained E-Rate vendor(s).
- Entity support in school accounting and financial planning, working in close coordination with the Finance Office of the Archdiocese.
- Maintenance of the finances for the high school athletics conferences.
- Duties under each key responsibility area, additional duties as assigned.

Qualifications:

- Bachelor degree in Accounting or related field; MBA specializing in Accounting and/or CPA preferred
- Five years of professional-level experience.
- Experience in school personnel (particularly Catholic school finance)
- Must be a practicing Catholic.
- Good oral and written English-language communication skills, including clear speaking voice.
- Good Spanish-language spoken communication skills strongly preferred.



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Other Knowledge, Skills, Attitudes

- General Accepted Accounting Principles (GAAP) and accounting practices.
- Modern office procedures and practices, including record keeping and data security methods and techniques
- Knowledge of principles and practices on not-for-profit accounting a plus
- Knowledge of accounts receivable and general ledger
- Ability to maintain high level of accuracy in preparing and entering financial information
- Demonstrated history of maintaining confidentiality concerning financial and contributors files
- Proficiency in MS Outlook, Word, and Excel are required
- Good computer literacy, including ability to navigate online applications and search engines effectively
- Good spelling and grammar required
- Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone
- Good time management, including ability to manage several projects at the same time
- Must be able to multi-task and retain accuracy in an environment of competing deadlines
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the Archdiocese of Miami
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Must have a professional demeanor.

To apply: Send resume and cover letter to Dr. Jim Rigg, Ph.D., at careers@theadom.org.

Subject line should read: Schools Finance Coordinator

NO PHONE CALLS PLEASE