

# SALESIAN COLLEGE PREPARATORY

## OPEN POSITION: Finance Manager – Full time

2851 Salesian Avenue, Richmond, CA 94804, 510-234-4433, [www.salesian.com](http://www.salesian.com)



ACADEMICS. FAITH. FAMILY.

**Salesian College Preparatory** is a sixty year old, Catholic, co-educational, college-preparatory high school located in the urban community of San Pablo and Richmond eighteen miles northeast of San Francisco and set in 21 acres of park-like landscape.

**Vision:** To be a leading college preparatory Catholic school in the Bay Area by providing a safe, welcoming and nurturing environment for a diverse student body in the Salesian tradition.

**Mission:** To educate young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the experience of church, school, playground and home in a supportive, caring, family environment according to St. John Bosco's educational philosophy of reason, religion, and loving kindness.

### **JOB SUMMARY:**

Salesian College Preparatory is seeking a Finance Manager for the 2020-2021 school year. The Finance Manager provides guidance to the President of Salesian College Preparatory regarding the overall financial policies and business practices and processes of the School. This position is responsible for all financial activities to assure effective resource management and to work in collaboration with the President and Principal on business activities and vendor relationships.

### **Essential Responsibilities & Accountabilities:**

- Supervise the accounting and payroll functions of the School's Finance Office, establishing an effective team dynamic. Provides regular feedback and leadership to the Business Office staff.
- Formulate and submit a proposed school budget to the President and BOD on an annual basis.
- Monitor individual and department accounts to ensure compliance within the budget.
- Provide monthly department reports to department heads to review spending versus budget.
- Provide monthly reports on budgetary performance to the President and COB.

- Oversee cash, investment and asset management and monitor investments on a monthly basis and together with Accounts Payable, monitor cash flow as needed, sometimes on a daily basis.
- Coordinate the collection of data for financial assistance applications and lead the Executive leadership in determining tuition assistance and scholarships for all students.
- Supervise the annual independent audit of the School's financial statements, which includes preparation of supporting schedules.
- Oversee collections (tuition) with Accounts Receivable.

***Qualifications:***

- BA in Accounting/Finance.
- A minimum of ten years of experience in the field of finance or accounting, with several years in a major decision-making role, preferably in a non-profit or educational setting.
- Experience in strategic planning and execution.
- Knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles in the Non-Profit sector.
- Experience managing small groups.

***Job Skills/Behavioral Skills Required:***

- Must be proficient in a variety of software programs including Microsoft Office Suite, Google Docs and Blackbaud Financial Edge and Raisers Edge. Must become familiar with Smart Tuition, FACTS and ADP.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Ability to motivate co-workers to produce quality output in a timely manner.
- Willingness to "roll-up sleeves" and do detail work as needed.

***To Apply:*** Copy and paste your resume in the body of an email. No attachments will be considered. Email to [application@salesian.com](mailto:application@salesian.com). No phone calls, please.