



NATIVITY JESUIT
A C A D E M Y

NATIVITY JESUIT ACADEMY

DIRECTOR OF FINANCE JOB DESCRIPTION

Open Position: Director of Finance

Start Date: ASAP

Mission:

Educating Youth for a Life of Christian Leadership and Service

Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, NJA strives to form leaders who are:

- Religious
- Loving
- Seeking intellectual excellence
- Committed to justice
- Open to growth

Like Christ, who came “not to be served, but to serve” (Mark 10:45), NJA transforms students to become men and women for and with others.

Summative Job Duties:

The Director of Finance is to account for and record the business affairs of NJA in such a way as to provide the best possible educational service with the financial resources available. The Director of Finance will keep the necessary records to facilitate sound fiscal management of NJA and will advise the President and governing bodies on business affairs. Responsibilities will include managing the day-to-day business operations of NJA, managing the accounting for NJA transactions, directing the human resources function, assisting with special events, and leading the school choice function.

This position reports to the President of NJA and the Director of Finance will also work closely with the Principal, Advancement Director, Office Manager, Front Office Staff, the Advancement and Finance Office Coordinator, Finance Committee Chairman and Committee, and the Investment Subcommittee Chairman and Committee.

Leadership Responsibilities:

The Director of Finance understands and demonstrates the ability to:

- Identify techniques for information processing, planning, and allocating resources.
- Identify problems, secure relevant information, and recognize possible causes of conflict.
- Establish and maintain a system for budget control by comparing actual results to budget.
- Maintain the strictest confidence concerning personnel, students, and operational concerns of NJA.
- Manage the Advancement and Finance Office Coordinator's two days of time per week as allocated to business functions.

Management of Accounting Function:

The Director of Finance is charged with the oversight and responsibility of the accounting function. Such duties and activities include:

- Maintain the accounting records on the cash-basis and accrual-basis in a simultaneous manner by utilizing the class-tracking system available in QuickBooks Online, NJA's accounting software.
- Oversee the cash receipts and disbursements process.
 - Process receipt of contributions.
 - Designate contribution as restricted or unrestricted.
 - Assign proper general ledger account coding.
 - Reconcile contribution information from Abila development software to the accounting records.
 - Record receipt of student-related payments (student fees, tuition)
- Work cooperatively and effectively with external auditors throughout the fiscal year.
- Report the financial results of NJA to the President and governing bodies.
- Organize and maintain records for financial investment, borrowing, and planning.
- Lead the preparation, implementation, monitoring and presentation of the school operating budget to the President and Finance Committee.

Directing of Human Resources Function:

- Oversee payroll and coordinate employee benefit programs:
 - Coordinate semi-monthly processing of payroll in ADP.
 - Enter and review semi-monthly payroll journal entries.
 - Coordinate 401(k) recordkeeping and upload amounts to the 401(k) website.
- Manage and collect employee paperwork items as required by law, the Wisconsin Department of Public Instruction, and the Archdiocese of Milwaukee.
- Work with the President of NJA and vendors regarding insurance renewals.

Lead the School Choice Function

- Act as the School Choice Administrator of NJA.
- Work closely with the front office staff, Office Manager, and external auditors throughout the year with regards to pupil-count reports and other filings.
- Ensure accurate application materials are submitted to NJA for participation in the Milwaukee Parental Choice Program and the Wisconsin Parental Choice Program.
- File the required periodic reports to the Wisconsin Department of Instruction (DPI).
- Ensure voucher amounts received from the DPI are accurate.

Supervision, Assessment, and Evaluation Responsibilities:

- Research and explain various compensation arrangements, most notably salaries and wages and employee health care benefit programs, to the Finance Committee and Board of Trustees.
- Attend all regular Board of Trustee meetings, Finance Committee meetings, Investment Subcommittee meetings, and any other special meetings as requested by the President of NJA.

Other Duties as Assigned by the President.

Skills:

- College graduate with a major in Business Administration, Accounting or Finance major, or equivalent experience required.
- Minimum of 3-5 years relevant experience.
- Knowledge and experience in accounting software, experience in QuickBooks Online preferred.
- Budgeting and prior human resources experience preferred.
- Experience with Microsoft Office Suite.
- Ability to handle and prioritize multiple projects and work cooperatively and collaboratively with the President, Advancement Director, and faculty/staff.
- Previous experience in a school or not-for-profit setting, with school choice exposure preferred.

To Apply:

Send résumé, cover letter, and references to Sue Smith, President, at jobs@njms.org. Applicants that do not include résumé, cover letter, and references will not be considered a complete application and will not be reviewed.

Notice of Non-Discrimination:

Nativity Jesuit Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.