



## **FIANANCE DEPARTMENT**

**POSTING DATE:** May 14, 2018  
**POSITION TITLE:** Director of Finance  
**REPORTS TO:** President/CFO

### **MISSION STATEMENT:**

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

### **GENERAL SUMMARY:**

The Director of Finance will be a strategic thought-partner. The successful candidate will be hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting. The Director of Finance will play a critical role in partnering with the leadership team in strategic decision making and operations as St. Mary's Academy continues to grow.

### **MAIN FINANCIAL RESPONSIBILITIES:**

- Oversees the finance office.
- Record, balance and process hand written checks monthly or as needed.
- Process general ledger (journal vouchers) entries on a monthly basis.
- Prepares monthly reconciliations of each general ledger account.
- Prepares monthly financial statements.
- Maintains Temporary Restricted Funds, Endowment Funds, Capital Campaign Funds and outstanding pledges. Reconciles to general ledger.
- Prepares audit schedules and detail reports of Statement of Activities, Statement of Financial Position and Statement of Cash Flows at year end for review by CFO.
- Prepares financial reports for CFO to review for yearly budget process.
- Helps processes terminated employee payroll and final check.
- Maintains fix asset ledger.
- Reviews insurance billings and enters all changes.
- Helps processes payroll on a monthly basis.
- Processes tax (1099–MISC, W2G, etc.) forms and files with IRS.
- To process monthly accounting transactions and records in accordance with St.

Mary's Academy Policies and GAAP.

- Complete special projects as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, ideally with an MBA/CPA or related degree
- At least 5-10 years of overall professional experience; ideally six plus years related to not-for profit education and supervisory experience.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Must be proficient in PC skills- Accounting software, Microsoft Work, Microsoft Excel and Microsoft Outlook
- Must be highly organized and be able to work with confidential information and be able to adapt to a fast paced office
- Personal qualities of integrity, credibility and dedication to the mission of St. Mary's Academy

### **SALARY & BENEFITS:**

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave.

**St. Mary's Academy provides equal employment opportunities (EEO)** to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

### **TO APPLY:**

Qualified applicants may submit cover letter & resume to Human Resources via email:

[Personnel@stmaryspdx.org](mailto:Personnel@stmaryspdx.org)