

Position: Chief Administrative Financial Officer (Business Manager)
Administration
Exempt
Department: Business Office
Reports to: Sister Diane Aruda, President
Job Status: Full Time
Date: December 11, 2017

Mission Statement: ICA Cristo Rey, a Catholic, college-preparatory school, educates young women for college and a life of faith, integrity and service. As a Cristo Rey school in the Dominican tradition, we are committed to providing both excellent education and meaningful corporate work study experience to students of limited financial resources.

Primary Purpose/Job Summary:

- Under the direction of the President, the Chief Administrative and Financial Officer supports the mission of the Academy through leadership of all aspects of the business and finance functions of ICA Cristo Rey, including all long-range financial planning, accuracy of the general ledger, monthly financial reconciliations, budget reports, accounts receivable and accounts payable. The CFO also analyzes the financial state of the school and makes recommendations to the President and the Board Finance Committee. The CFO also fulfills other duties in support of the Business Office, Facilities and Human Resource.

Essential Functions/Role and Responsibilities

- Responsible for all long-range financial planning.
- Responsible for providing the President, Board of Directors with analyses of the school's fiscal standing and other pertinent information for making policy and operational decisions.
- Prepare monthly financial reports for the President and Finance Committee that track revenue and expenses with a comparison to the approved budget and recommends expense adjustments to maintain a balance.
- Work with the President to provide the Financial Aid for families.
- Prepare quarterly Endowment investment portfolio performance and report to the Board Finance Committee.
- Manage employee benefits and retirement.
- Responsible for the annual Financial Audit preparing all final reconciliations, yearend journal entries, required schedules, financial statements and work with the auditors during the field work.
- Review for proper back up documentation and general ledger account recording for all cash disbursements and sign all checks.
- Manage and supervise the business office staff.
- Oversee all Human Resource functions, assuring compliance with all relevant laws and regulations. Consult with the Human Resource officer at the Motherhouse of

the Dominican Sisters when assistance is needed.

- Oversee and evaluate the work of any personnel with day to day responsibility for maintaining the facility.
- Identify opportunities and solutions that improve accounting processes.
- Attend and participate in meetings of the Board of Directors.
- Work with the Mission Advancement department to maintain accurate recording of donations.
- Represent ICA Cristo Rey at appropriate community events and in professional organizations, attends day, evening and weekend school events, functions, assemblies and meetings as directed by the President.
- Work collaboratively with the President, Principal, Director of the Corporate Work Study Program and the Director of Mission Advancement as a member of the Academy Leadership Team.
- Perform other duties as assigned by the President.

Knowledge/Skills/Abilities

- Knowledge of office practices and procedures, recordkeeping practices, MS Word, Excel, database management, email systems, general office machines and telephone systems, proper English usage, spelling and punctuation.
- Accuracy with detail work as well as project based work.
- Knowledge of Accounting procedures, best practices, terms and rules.
- Ability to problem solve.
- Ability to expand knowledge base of accounting, auditing and payroll procedures.
- Ability to work collaboratively as well as independently.
- Excellent time management and organizational skills; ability to meet deadlines.
- Ability to communicate with all members of the Academy community including students, parents, faculty and staff.
- Ability to effectively build relationships with student, co-workers and to get along well with a variety of personalities.
- Ability to de-escalate difficult interactions with parents or other members of the Community.
- Demonstrate customer service skills (i.e. anticipate needs, meet deadlines, take initiative, solve problems).
- Ability to adjust schedule to ensure work is complete as required.
- Ability to use tact and discretion and maintain confidentiality with sensitive information

Minimum Qualifications/Education Requirements

- Five years of experience in similar environment performing the duties and demonstrating a substantial level of the knowledge, skills and abilities listed above
- Combination of education, experience and training that provides the required knowledge, skills and abilities required
- Bachelor's degree in Accounting or related field



- Believes in the Mission of ICA Cristo Rey and will work with the administration and the Board of Directors to ensure financial sustainability of the Academy.

Please submit your cover letter, resume and references to Sister Diane Aruda, President

Email: sdaruda@icacademy.org