



## Vice President – Finance for Saint Viator High School

The Vice President - Finance is appointed by and reports directly to the President of the School. He/she is responsible for implementing all financial policies and matters approved by the Board of Trustees, Board of Governors, and the President of the School. This position also serves as an active member of and resource to the Finance Committee, Investment Board, and the Board of Trustees, and is responsible for reporting the financial situation of the school to the Board of Trustees.

The major responsibilities of this position are as follows:

Manage the operation of the school's Business Office, which includes the VIRTUS program. Provides direct supervision and annual evaluation of Business Office staff. The staff is currently comprised of:

- Senior accountant
- Accounts payable/benefits/payroll/VIRTUS coordinator
- Tuition/Accounts Receivable/Cash Receipts coordinator
- Mailroom/Office Supplies/Document reproduction coordinator

Act as a resource for the members of the school's Administrative Team and for the school administration in all matters under his/her jurisdiction.

Assist and direct the Department Chairs and the Administrative Team in presenting budgetary needs for the school.

- Develops, monitors, and implements the Annual Budget.
- Approves all purchase orders and check requests.
- Oversees the finances of the campus store and cafeteria in addition to the school's operating receipts and disbursement.

Work closely with the Development Office in tracking and reviewing donations, especially with respect to endowment and general scholarship receipts, including SGO scholarships. Direct contact with donors in this position is necessary in certain situations.

Supervise the allocation of tuition assistance awards, and implementation of the Tuition Assistance Program, along with other appropriate personnel.

Serve as the Human Resource Officer of the school, which includes the responsibility for all school and personnel insurance matters, including the following:

- Negotiation of health, disability, and life insurance contracts, as well as active supervision of the administration of those benefits.
- Oversight of the 403(b) plan for employees
- Oversight of workers compensation claims

Negotiate utility contracts and maintain vendor relationships for same.

Monitor legal matters within the school, along with property/liability claims.

Maintain the school's external auditor, banking and investment relationships.

Serve on the Finance Committee, collaborating closely with the Finance Committee and its Chair with the development, oversight, and reporting of:

- Current fiscal year operations
- Annual fiscal year audit results
- Strategic planning of long-range goals.

Serve as the site manager for the school with regard to the Archdiocese of Chicago's Protection of Children and Youth and VIRTUS programs.

Manage the financial matters for Saint Viator High School Work Study, NFP.

Serve as an Ex-Officio Member of and the school liaison for the Investment Board.

Serve as an Ex-Officio Member of The Board of Trustees.

Serve as a member of the Administrative Team of the school.

Works closely with the President in all school financial affairs.

Assumes other duties as may be assigned by the President.

Qualifications:

Undergraduate degree in Accounting

M.B.A and/or C.P.A. preferred

Proficiency in Financial Edge and Smart Tuition would be valued, but not required

Please submit cover letter, resume and references by August 31 to:

svhssearch@saintviator.com.