



ACADEMY OF OUR LADY OF PEACE

Position Description for the Associate Director of Finance

Role: The Academy of Our Lady of Peace, an all girl's, Catholic high school sponsored by the Sisters of St. Joseph of Carondelet (CSJ) located in San Diego, is currently seeking to hire an ASSOCIATE DIRECTOR OF FINANCE, to begin immediately. The position assists the Director of Finance by providing day to day management of the business office. The position will assist in the administration of all financial, capital and informational functions that further support the efforts of the faculty, staff and Board of Directors engaged in carrying out the mission and purposes of the school. The position provides leadership and supervision responsibilities for the operation of the business office and its staff. The *associate director of finance* may be asked to provide staff support to the Board of Director's Finance, and Investment Sub-Committees.

To accomplish these expectations, the *associate director of finance* demonstrates positive interpersonal skills and provides knowledge and expertise in accounting and finance, fiscal analysis and reporting, employee benefits administration and use of related technologies in the execution of the following duties:

Responsibilities

- *Support all aspects of the school's strategic planning processes*
- *Assist in hiring, supervising and evaluating business office staff*
- *Assist in developing and implementing board approved annual operational and capital budgets*
- *Assist with annual audits, accounting functions and business processes and procedures*
- *Assist in generating user-friendly regular and ad hoc financial reports and analysis*
- *Supervise internal control procedures*
- *Supervise purchasing*
- *Administer compensation and benefit policies and programs*
- *Administer financial aid and scholarship programs*
- *Perform other duties as designated by the Director of Finance or Head of School*
- *Supervise accounts payable and payroll processes*

Qualifications

- Bachelor's degree, accounting, finance, or economics major preferred; MBA or CPA strongly preferred
- Several years progressive experience in a financial leadership or managerial position; experience in a nonprofit and/or educational setting preferred.
- Knowledge and experience in accounting, budgeting, control and reporting principles in a nonprofit environment. Human resources or employee benefits administration experience a significant plus.
- Strong analytical skills and the ability to assist in the organization's financial arena and in the development and operation of programs and services.
- Excellent communication skills, to include leadership skills and the ability to effectively manage and supervise staff.

To Whom Responsible: Director of Finance