

**Job Title: Vice President for Finance**

**Department: Finance**

**Classification: Exempt**

**Reports to: President**

**Schedule: Year-round**

Cristo Rey Jesuit High School, a Jesuit, college-preparatory, co-educational school for grades 9-12 seeks a **Vice President for Finance**. The Vice President for Finance will be a thoughtful partner with the President and Leadership Team and is responsible for ensuring that Cristo Rey utilizes its resources efficiently and effectively toward the fulfillment of the school's mission. Reporting to the President, the Vice President for Finance acts as the school's CFO and has primary day-to-day responsibility for planning, implementing, and managing the financial operations and related activities of the school. This includes direct responsibility for accounting, budgeting, finance, investments, forecasting, risk management, and financial reporting, all supporting a comprehensive financial strategy for the school.

Additionally, the Vice President for Finance will manage a team of three who are responsible for accounting, accounts payable, accounts receivable, tuition collection, financial aid, CWSP invoicing processes, and benefits administration. As a member of the school's Leadership Team, the Vice President for Finance provides advice and counsel to the President on all major strategic and management decisions related to sound financial operations for the school.

Under the leadership of Antonio Ortiz, President of Cristo Rey, the school places approximately 580 students in its Work Study Program in the Chicago area annually. The School has \$14M in investments and a budget of \$8M.

Responsibilities include, but are not limited to:

#### **Financial Management**

- Institute rigorous, best-in-class processes in budgeting, financial planning and expense analysis for Cristo Rey Jesuit High School.
- Provide a strategic vision for organization-wide systems ensuring finances, human resources, and risk management all work effectively across school functions.
- Frame and interpret the "big picture" to the Leadership Team and guide them and their teams to participate in multi-year financial planning and goal setting to achieve desired results and support the School's strategic and mission objectives.
- Manage the Accounting Manager and the processes to streamline accounting practices, and to prepare and communicate monthly, quarterly, and annual financial statements precisely and in a timely manner.
- Oversee the current year and five-year operating and capital expenditures budgets, and submit final budget for approval to the President, Executive Vice President and Finance Committee of the Board.
- Create a weekly cash flow projection each year and update as the year progresses.
- Periodically review and update Accounting Policies and Procedures Manual to maintain internal control safeguards.
- Direct the school's financial aid process and the Director of Registration, in alignment with the income verification process, continually monitoring the financial assistance process and verification so that it aligns with the mission of the school.
- In collaboration with the Director of Facilities, ensure cost effective service contracts for building systems and services such as landscaping, window washing, snow removal, etc.
- Responsible for budgeting of any renovation and new construction projects the School considers.

- Serve as Cristo Rey's management representative on the Board's Investment and Finance committees, reporting and making recommendations when appropriate, and oversee the School's endowment and distribution policies. Present financial activity and budget to Board of Directors.
- Meet regularly with the Advancement Office regarding additions and releases of restricted donor funds, restricted grants, scholarship distributions, and reconciliation of Advancement revenue and expenses.
- Responsible for timely and accurate invoicing for the Corporate Work Study Program partner contracts. Provide a monthly aging report to the CWSP for appropriate follow up and payment collection.
- Oversee annual audit process.

#### **Benefits Administration**

- Review and negotiate retirement and staff benefit plans on an annual basis.
- In conjunction with the Payroll and Benefits Coordinator, provide on-going education and communication with employees regarding their total compensation and benefits, on-boarding and exiting process, and all employment policies and practices, including performance management reviews.
- Ensure the Payroll and Benefits Coordinator maintains accurate employment files on all personnel including I-9s, W-4s, Virtus training, background checks, etc.
- Oversight of the review and distribution of the employee handbook annually, along with vacation/holiday schedule.
- Comply with federal, state and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on legal obligations regarding employees and best practice in all areas of finance and employment.

#### **Risk management**

- Review School contracts for compliance and financial requirements.
- Monitor and oversee insurance needs and policies for the school. In consultation with the School's insurance provider, determine sufficiency of property and liability and other coverage as well as adequate protection for students, employees, directors, and officers.

#### **Other**

- Attend and participate in School-related professional associations such as CASBA, JSN Business Managers, Cristo Rey Network Business Managers, etc.

#### **Qualifications**

- Bachelor's Degree required, Master's Degree or CPA preferred.
- Strong understanding and demonstrated leadership in not-for-profit financial management.
- Minimum ten years senior management experience in not-for-profit organization, preferably an educational institution.
- Strong written and communication skills; detail oriented; team player; ability to multi-task in a fast-paced environment.
- Adept at building rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented urban youth and first-generation college students.
- Commitment to the mission, values, and goals of Cristo Rey, and willingness to participate in adult faith formation.



**Compensation:** Full-time, year-round position with competitive salary and benefits.

**Anticipated Start Date:** Spring/Summer 2020

**To Apply:** Please submit a cover letter and resume to: [jobs@crestorey.net](mailto:jobs@crestorey.net) or visit [www.crestorey.net/careers](http://www.crestorey.net/careers)

**Cristo Rey Jesuit High School**

*Founded by the Jesuits in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago who, because of limited financial means, would otherwise be unable to afford it. To make the school both affordable and sustainable, Cristo Rey pioneered the Corporate Work Study Program (CWSP) model for inner-city education that has inspired a national network of 37 schools serving low-income communities across the country. The CWSP enables all students to earn a majority of their annual tuition by working one school day a week in an entry-level position for a corporation in the Chicago area.*

**Jesuit Schools Network and Cristo Rey Network**

*Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 37 high schools serving 10,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the first school in Chicago.*