Director of Finance and Operations

Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Founded in 1990, Nativity is staffed by experienced teachers and dedicated volunteers. Working closely with families, the school prepares students for success in high school and college. Nativity’s academically challenging, and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others. For more information about the school, please visit [www.nativityboston.org](http://www.nativityboston.org).

**Position: Director of Finance and Operations**

**Job Description**: Reporting to the President, the Director of Finance and Operations is responsible for the oversight of the school’s financial and business operations. The Director is responsible for the daily operations and works strategically with the Finance Committee of the Board of Trustees on the short and long-term financial management of Nativity Prep. Areas of responsibility include bookkeeping, budgeting, human resources, facility management and information technology.

**Responsibilities:**

Financial Management

* Manage the day-to-day bookkeeping and financial functions of the school including payroll processing, accounts payable and banking deposits
* Reconcile all financial statements: bank accounts, credit cards, investment accounts
* Work closely with Advancement team on reconciliation, pledge and other receivables
* Assist President in preparation of annual operating budget, grant and project budgets
* Prepare monthly and quarterly financial statements for departments and board of trustees
* Work with the President and Finance Committee to manage expenditures and endowment funds
* Enforce, adhere to, and update financial policies and procedures
* Prepare materials for annual audit and all relevant tax and business filings
* Review and maintain appropriate insurance coverage
* Manage benefit enrollment and changes for new and existing employees
* Work with provider on annual benefits renewal options
* Assist employees in accessing benefits
* Manage personnel administration including employee records, legal compliance, CORI background checks and required safety training

Facility Management

* Manage building maintenance, repairs and inspections (fire, elevator, etc) for main school building and faculty residence
* Establish and maintain vendor relationships
* Supervise custodial services and maintain necessary inventory of supplies
* Identify and reduce risk management issues
* Assess various insurance policies and make recommendations to the President
* Manage vehicle fleet (insurance, registration, vehicle maintenance)

Information Technology

* Supervise contract IT personnel for management of school’s technology resources
* Maintain budget to ensure hardware and software are current
* Manage contracts for IT services (ie. Internet, telephone, television)

**Qualifications**:

* Four or more years experience in bookkeeping, accounting or small business management
* Experience in Human Resource administration
* A degree in accounting, business management, or project management a plus.
* Proficiency with QuickBooks and MS Office 365 suite
* Excellent written and verbal communication skills
* Demonstrated ability to manage budgets, meet deadlines and solve complex problems
* Openness to embracing and promoting the Jesuit mission and identity of Nativity Prep

**Compensation**

* This position is available as either full or part-time with adjusted responsibilities.
* Salary for either full or part-time is commensurate with experience.

**To apply send cover letter and resume to:**

Brian P. Maher

President

Nativity Preparatory School

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Jamaica Plain, MA 02130

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