



XAVIER
JESUIT ACADEMY

DIRECTOR OF FINANCE JOB DESCRIPTION

Open Position: Director of Finance

Xavier Jesuit Academy seeks a mission-driven part-time Director of Finance to develop, implement and support the school's financial, administrative, business and operations policies, processes and systems.

Position Type: Part-Time to support startup operations of the new school.

Start Date: March, 2022

Equal Employment Opportunity: Xavier Jesuit Academy is an equal opportunity employer.

About Xavier Jesuit Academy

Xavier Jesuit Academy (XJA), a newly established Catholic, Jesuit, urban primary school in Cincinnati, OH that will serve male students in 3rd through 8th grade from modest economic backgrounds. XJA will open for the academic year beginning in August of 2023 at the site of the former St. Agnes School building at the Church of the Resurrection (1619 California Ave., Cincinnati, OH 45237) in the Bond Hill neighborhood.

Mission of Xavier Jesuit Academy: Nurture and support pre-adolescent males in their formation as leaders and "Men for Others," through rigorous academic preparation for life in the Jesuit tradition; thereby, enriching their families and communities.

XJA will provide a rigorous academic program with robust faith formation, thus preparing graduates to thrive in academics and Christian leadership in high school, college, employment, and life. XJA will strive to form young "men for others" who become leaders, and are religious, loving, strive for intellectual excellence, are committed to justice, and open to growth.

XJA will strive to build a culture of love and service, dedicated to upholding the dignity and supporting the flourishing of each person as a child of God. XJA is committed to establishing a solid learning model grounded in the Catholic, Jesuit tradition, upheld by Gospel values,

academic excellence and self-discipline. XJA strives to become a tangible catalyst of love and a hope filled future for the students, their families and networks of care, and the Bond Hill / Roselawn communities who are working for economic and education equity and opportunity, especially for young African American males.

The Jesuits have a history of serving youth in poverty across the country through faith-based education that transforms lives and breaks the cycle of poverty. Accordingly, Xavier Jesuit Academy is committed to:

- Strong partnerships with families, networks of care, and community
- Rigorous academic programming and environment with extended school day and low student to teacher/support staff ratio
- Rigorous summer academic and formation programming
- Care for the whole person

The [Midwest Province of the Society of Jesus](#) (Jesuits) partnered with [CISE](#), the Archdiocese of Cincinnati, and the [Church of the Resurrection](#) to establish the school.

Position Summary:

The Director of Finance reports directly to the President of Xavier Jesuit Academy and will work closely with the Treasurer and Finance Committee Chair. The Director of Finance is the financial and business leader of XJA. The Director of Finance will design, develop, implement, and maintain the financial policies, procedures, processes and systems. The Director of Finance will support and maintain the school's operations systems.

Hours & Commitment:

- Approx. 15-20 hrs. per workweek; flexible days dependent on meeting dates and time sensitive tasks. Position may evolve into full-time as negotiated and decided by parties.

Role Overview:

The Director of Finance is responsible for keeping the financial books and records of XJA, necessary for strong financial management and compliance. The Director of Finance will be the financial leader of XJA, a trusted business advisor to the President, providing counsel on business and financial matters. Responsibilities include managing day-to-day financial operations (i.e., banking, transaction recording, financial decision-making), as well as developing, maintaining and managing short and long-term cash, capital and operating budgets. As the financial and business leader of XJA, the Director of Finance will also have responsibility for developing, implementing, and maintaining necessary business policies, processes, procedures and systems.

Financial and Business Leadership Responsibilities:

The Director of Finance demonstrates the ability to:

- Develop, implement and maintain policies, procedures, and systems responsive to the financial and business (i.e., philanthropy and operational) needs of XJA.

- Prepare relevant financial analyses and recommendations to the President and the Finance Committee for key decisions, including but not limited to:
 - Salary goals and benchmarking
 - Employee benefit plan selection and benchmarking;
 - Significant vendor contracts
 - Cost/benefit analysis
 - Investment management
- Support as necessary the work of Board Committees, including but not limited to:
 - Finance Committee
 - Facilities and Technology Committee
 - Philanthropy and Mission Advancement Committee
- Provide other assistance to President, Treasurer and Board as needed.

Management of Accounting and Finance Functions:

- Develop and maintain key financial controls and disciplines, including but not limited to:
 - Annual operating, capital and cash flow budgets
 - Long term financial plan
 - Internal accounting controls (account reconciliations, controls over expenditures and supplies, tuition and student fee processes, vendor contract management, etc.)
- Develop and maintaining banking and investment advisor relationships
- Perform key financial processes (i.e., purchasing and expenditures, payroll, tuition billing)
- Develop, maintain and publish financial reports, including balance sheet, revenues and expenses, cash flow
 - Supplemental financial analyses for philanthropic results, projected cash flows, capital project spend, etc.

Work Accommodations:

- Work from home option; Some in-person meetings at Xavier Jesuit Academy site and elsewhere; Office space can be an option if workable space becomes available at XJA or elsewhere.
- Tech & Communications Abilities
 - Personal computer with capacity to operate financial software
 - Strong at-home internet access
 - Ability to participate in remote video meetings
 - Ability to communicate via mobile phone
 - Ability to communicate via email
 - An @xavierja.org email may be assigned

Skills & Qualifications:

- Undergraduate degree in Accounting or Finance required; CPA or MBA is a plus
- Demonstrated knowledge of Microsoft Office required; Quickbooks knowledge is a plus
- Excellent verbal and written communication skills
- Ability to simultaneously manage multiple projects

- Excellent interpersonal and customer service skills
- Strong organizational skills and attention to detail
 - Time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and work collaboratively as appropriate
- Proficient with financial software and ability to learn new systems
- Comfortable with Google Workspace applications and tools

Education & Experience:

- Minimum 5 years' financial management experience (fund accounting experience is a plus)
- Undergraduate degree in Accounting or Finance required; CPA or MBA is a plus

How to Apply

Send cover letter, resume and references to:

employment@xavierja.org

Inquiries & More Info Contact:

Alma Helping, Treasurer: alma@kvcompany.com

The Xavier Jesuit Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Xavier Jesuit Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

