



## **Sacred Heart Nativity Schools**

### **DIRECTOR OF FINANCE & OPERATIONS**

#### **ABOUT US**

Sacred Heart Nativity Schools provide a transformative middle school education to low-income youth in San Jose. Nativity is a Jesuit, faith-based middle school located in the Washington/Guadalupe neighborhood and provides a holistic education that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Nativity consists of two middle schools: Sacred Heart Nativity School for Boys (established in 2001) and Our Lady of Grace Nativity School for Girls (established 2006). Our mission and the entire program are for the purpose of *breaking the cycle of poverty through education*.

#### **ESSENTIAL JOB FUNCTIONS**

To assist the President and Principal in overall analysis and review of financial progress of the organization. Ensure all organization financial records are maintained according to US GAAP, lead the school's annual financial audit, and maintain financial security by upholding internal controls and implementing review recommendations. Complete day-to-day financial and accounting operations. Provide monthly financial reviews and reports, recommend areas for cost reductions and operational improvements, lead annual budget process and oversee implementation, and prepare cash flow forecasts. Ensure that the organization is in compliance with federal, state, and local financial legal requirements.

This position also maintains benefactor confidence and protects operations by keeping financial information confidential. This position executes Human Resources functions and manages selected facilities/operations duties in partnership with the President.

#### **GENERAL DUTIES:**

Update and analyze financial data, prepare operating results reports, statements, and forecasts and present results to the Finance Committee and Board of Directors, and other managers.

Offer strategic guidance on finance and operational matters to the President, Finance Committee, Board of Directors, and the Strategic Planning Committee inclusive of developing financial models, operational goals, and strategic plans.

Engage with the Director of Advancement and President to align financial management and planning with revenue projections.

Prepare operating forecasts to assess and manage cash flow effectively.

Act as the primary liaison between the organization and external auditors, complete PBC requests including the preparation of the Trial Balance, Statement of Activities, Statement of Functional Expenses, and other work papers.

Interface with banking and investment managers to ensure compliance of the school's endowment with the Investment Policy Statement, prepare investment roll forward workpaper, and manage the school's endowment draws.

Maintain compliance with GAAP and complete financial administrative operations including month, quarter and year end, General Ledger and Income Statement reconciliations, credit card and expense reports, revenue and expense accruals, and journal entries.

Manage fixed assets and prepare fixed asset work-paper and related journal entries.

Lead the preparation of the annual operating budgeting process, present the budget for Finance Committee and

Board of Directors approval, and provide managers with variance/ budget activity reports.  
Manage Student Activity Fee (SAF) A/R deposits, reconcile SAF general ledger records with subsidiary Excel ledger, and collaborate with Front Office to invoice families.

Process the recording and depositing of fundraising revenue and in-kind donations, manage compliance of grants and or temporary restricted funds and prepare the net asset workpaper.

Train, manage, and supervise the Finance Associate in processing semi-monthly payrolls and interface with payroll processor to ensure accurate quarterly and annual payroll tax returns, Sick Time and PTO tracking and accruals.

Collaborate with Finance Associate to process A/P, manage W9 forms, and filing of 1099 Forms.

Implement best practices and develop and maintain the schools written accounting policies and procedures.

Conduct research to remain up to date on accounting, tax, and human resources standards and undertake ad hoc projects.

Other duties as assigned, including providing ad hoc analysis and financial reporting when requested.

Manage the school's insurance portfolio: property, causality, liability, workers compensation, and unemployment insurance (including claims).

Conduct Human Resources functions as necessary, including designing new hire packets, onboarding new faculty and staff, maintaining employee records, managing health and retirement benefits open enrollment, and updating the employee handbook.

Provide support in facilities and operations management, including being the point of contact for Nativity (tenant) and the parish (landlord), ensuring compliance with the Lease Agreement and safety standards. Working closely with the President in all other matters related to facilities and operations.

## **EDUCATION, QUALIFICATIONS, AND LICENSES/CERTIFICATIONS**

Bachelor's degree. BS in accounting or finance preferred.

4-6 years of experience in finance, accounting, human resources and operations.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrated interpersonal communication skills, including the ability to communicate effectively both verbally and in writing.

Demonstrated organizational, project management, and self-initiative skills including the ability to prioritize, focus, manage multiple tasks, and anticipate and meet deadlines.

Proficiency in Excel, QuickBooks, and Paychex.

Experience performing budgeting, forecasting, reporting and analysis.

Previous P&L and Balance Sheet ownership.

Proven business partnership experience.

Excellent care and attention to detail. Absolute commitment to accuracy, timeliness and confidentiality.

Strong analytical and problem-solving capabilities; Continual drive to improve processes and reporting.

Demonstrated initiative, resourcefulness and problem solving capabilities. A willing learner with a strong work ethic, able to work both independently and as part of a team.

Flexible and able to manage priorities and respond to multiple demands.

Model a high degree of integrity, a passion for Nativity's mission, and a commitment to Jesuit education.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Ability to lift 25 lbs. without help.

Ability to look at a computer monitor and sit for long periods.

Physically able to assist, when necessary, with event setup and breakdown, including lifting to 25 lbs.

## **SCHOOL REQUIREMENTS**

TB testing

Fingerprinting - Must not have felony convictions or other serious violations.

Clean DMV driving record.

## **GENERAL INFORMATION**

Reports to the President.

Co-manages the part-time Finance & Advancement Associate with the Director of Advancement

Full-time, exempt, 12-month position. Work hours may vary (including evenings and weekends)

Eligible for health, dental and vision benefits (Nativity covers 100% of employee premiums)

Paid Time Off (PTO) and Paid Sick Leave (PSL)

Retirement Benefits

Salary: \$100,000 - \$125,000 (DOE)

## **APPLICATION PROCESS**

Interested applicants must submit a cover letter, resume, and professional references to [hr@shnativity.org](mailto:hr@shnativity.org).

### **NON-DISCRIMINATION POLICY**

*Sacred Heart Nativity School is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship, immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.*