



**TITLE: CHIEF FINANCIAL OFFICER**

**QUALIFICATIONS:**

CPA required

Accounting/bookkeeping background, strong background in accounting theory and procedures, experience with payroll, and supervision of office staff, ability to meet public well

**REPORTS TO:**

President and School Board

**JOB GOAL:**

To ensure the school system is financially managed in accordance with the goals and mission of the Billings Catholic Schools. Overall responsibility is to oversee all business operations for the system, up to and including:

**PROFESSIONAL RESPONSIBILITIES:**

- Coordinate and manage the function of financial planning for the system, including the preparation of the monthly and annual budget for presentation to the President and the School Board
- Maintain detailed accounting records of all receipts and expenditures
- Maintain and prepare necessary materials for annual audit
- Manage the functions of purchasing and warehousing to ensure the system will realize the maximum value educationally and financially when securing supplies, materials, equipment, and services
- Coordinate and manage the accounting function, using current practices, regulations, and principles, ensuring that the system derives maximum benefit through the judicious management of all funds and resources while searching for efficiencies in the budget
- Protect the confidential information regarding employees, families, and students
- Forecast revenue and analyze ledgers
- Prepare Business Committee agenda with Business Committee Chair
- Oversee financial operations of the preschool and daycare
- Supervise and evaluate Accounts Payable and Accounts Receivable staff and procedures
- Coordinate and manage the function of employee benefits and insurance, securing the needed protection for both the individual and capital assets
- Responsible for all payroll and reconciliation of payroll and benefits
- Reconciliation of leaves and absences for employees
- Consult with the President and Business Committee before expending any funds that are not part of the approved budget, extraordinary, or in excess of the approved budget
- Identify and investigate variances in budget
- Participate in strategic planning and fraud prevention
- Provide historic reference by defining procedure for retention, protection retrieval, transfer, and disposal of records

- Serve as custodian of all financial documents, records, and reports of the system
- Supervise assigned personnel, conduct annual performance appraisals
- Reconcile all Billings Catholic Schools Foundation financial statements
- Participate on Foundation Committees as necessary and attend monthly Foundation Board meeting
- Achieve financial objectives in preparing the annual budget by scheduling expenditures, analyzing variances, and initiating corrective actions
- Provide leadership and direction for the assigned area(s) of responsibilities.
- Verify purchase requisitions by comparing items requested to identified needs.
- Be knowledgeable and proficient with all office software systems, including, but not limited to, Peachtree, MS Office Suite, PowerSchool, InfoSnap and SmartAid
- Manage the ACE scholarships program and all other scholarships in cooperation with the Foundation
- Responsible for tuition oversight, payment, and statements
- Perform other duties/tasks as assigned

**TERMS OF EMPLOYMENT:** Twelve (12) month year.

Salary negotiated.

Probationary period is: 120 days

**Apply at the following link:**

**Application Deadline is November 16, 2020 – 5:00PM**

<https://billingscatholicschools.org/wp-content/uploads/2017/04/Administration.pdf>

Applications and Letter of Interest may be submitted to:

Shaun Harrington, President

Billings Catholic Schools

P.O. Box 31158

Billings, Montana 59107

Or

[sharrington@billingscatholicschools.org](mailto:sharrington@billingscatholicschools.org)