



A 1,500-year tradition in preparing young men for life

Benedictine High School | Director of Business Operations/Controller

Benedictine History

Few schools in the country, let alone in Northeast Ohio, have as proud or rich a history as Cleveland's Benedictine High School 95 year tradition. We are located in the historic Buckeye Neighborhood near Shaker Square on the eastside of Cleveland. Our student body of 275 boasts one of the most diverse groups of students who hail from The City of Cleveland and its surrounding suburbs. We are 55% African-American, 40% Caucasian, and 5% other. 90% of graduates are college bound, with 10% moving directly into the workforce or military.

Position

Benedictine High School seeks a candidate to fill the position of Director of Business Operations/Controller. This candidate reports directly to the President of Benedictine High School and is a member of the Leadership Team. This is an exempt, full-time, year-round position, directly managing a team of about 20 employees.

The preferred candidate will have a Master's Degree in Business Administration and/or CPA and a minimum of 5 years experience.

Essential Functions

- All budgeting, treasury and accounting functions: preparation of annual budget & monthly financial statements, receivables & payables, investments & loans, donations & gifts, purchasing and deliveries, and payroll
- Oversight of the annual audit process, management of audit relationship
- Oversight of all Human Resource functions, including personnel policies, faculty contracts, payroll and benefits.
- Campus maintenance, including directing the maintenance team, and overseeing capital projects from implementation to completion.
- Oversight of the transportation department, including management of 15 transportation employees, and maintenance of the School's fleet of buses and vans.
- Oversight of student billing, financial aid awards and State Scholarship programs for students; work with Admissions and families to develop workable tuition plans.
- Oversight and development of grant opportunities.
- Reconciling development gift and pledge reports with the business office.
- Establish and maintain proper internal controls.



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Personal Characteristics

- Strong financial acumen, confident in the role of leading an organization financially.
- Shares the values and the mission of the School.
- Capable of managing diverse functions.
- A team player, candid, persuasive, and consultative, someone who develops consensus.
- Strong interpersonal skills
- Maturity and presence to gain credibility quickly with the senior leadership team and Board of Trustees.
- Technically proficient: QuickBooks, Microsoft Office, Google Office, etc.

Physical Demands/Work Environment

As a member of the executive leadership team of the school, this position is available 24/7 to assist and provide leadership in emergency situations, and is regularly visible and accessible to colleagues, employees, students, and families.

Salary and Benefits

1. Salary negotiable and commensurate with experience
2. Bonuses based on mutually agreed upon criteria
3. Medical, dental and vision benefits
4. 403(b) plan – employee contributions
5. Section 125 plan
6. Life Insurance equal to annual salary up to \$50,000 salary
7. Pension plan – employer contributions – vesting after 5 years' service
8. Tuition remission for eligible employees

To apply: Please send a Letter of Interest and Resume to ryzner@cbhs.edu