



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

**Benedictine High School
Director of Finance**

The Director of Finance at Benedictine High School is a member of the Leadership Team and reports to the President. This position is responsible for overseeing the fiscal management and strategic fiscal planning of the institution. This role requires a seasoned finance professional with a strong background in educational finance, budgeting, and financial analysis. The Director of Finance will play a vital role in ensuring the financial sustainability and success of the school. This is an exempt, full-time, year-round position.

Benedictine is in the process of transforming secondary education using technology and innovative programs to meet the changing needs of our students. Our brand-new Atrium entrance, student courtyard and sciences wing are just the start of things to come. Be part of something special as we approach our one hundred years in the Cleveland area providing a quality, unapologetic Catholic education to our young men.

Benedictine High School is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

Responsibilities:

Financial Planning and Strategy: Develop and implement financial strategies that align with the school's mission, goals, and objectives. Collaborate with senior leadership to provide financial insights and support in decision-making processes.

Budgeting and Forecasting: Prepare and manage the annual budget, working closely with department heads to ensure accurate and realistic financial projections. Monitor budget performance and provide regular reports to senior management, identifying variances and recommending adjustments as needed.

Financial Reporting: Generate timely and accurate financial reports for internal and external stakeholders. Ensure compliance with regulatory reporting requirements and financial standards.

Cash Flow Management: Manage cash flow effectively, optimizing the allocation of resources to support operational needs. Implement strategies to maximize investment returns while minimizing risk.

Financial Analysis: Conduct financial analysis to support strategic decision-making and identify areas for improvement. Provide recommendations for cost-effective measures and revenue enhancement.

Audit and Compliance: Coordinate external audits and ensure compliance with accounting standards, legal requirements, and internal policies. Implement and maintain strong internal controls to safeguard the school's financial assets.

Grant and Financial Aid Management: Oversee the financial aspects of grant applications, ensuring compliance with grant guidelines and reporting requirements. Oversight of financial aid awards and State Scholarship programs for students; work with Admissions and families to develop workable tuition plans.

Risk Management: Identify financial risks and implement strategies to mitigate them. Stay informed about industry trends, economic conditions, and regulatory changes that may impact the school's financial health.

Team Leadership: Lead and mentor the finance team, fostering a collaborative and high-performance work environment. Provide professional development opportunities to enhance the team's skills and knowledge. Oversight of all Human Resources functions, including personnel policies, faculty contracts, payroll, and benefits.

Qualifications:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field; advanced degree (MBA, CPA) preferred.
- Proven experience in financial leadership roles, preferably in a non-profit or educational institution.
- Strong knowledge of financial planning, budgeting, accounting principles, and regulatory compliance.
- Excellent analytical and critical thinking skills.
- Effective communication and interpersonal skills, with the ability to convey complex financial information to non-financial stakeholders.
- Familiarity with educational finance systems and funding mechanisms.
- Proficient in financial software and Microsoft Office suite.

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
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 schroeder@cbhs.edu