



BISHOP CHATARD HIGH SCHOOL

Bishop Chatard High School Executive Director of Finance/Controller Job Description

The Executive Director of Finance is accountable to the President and is responsible for the organization and operation of the financial and business affairs of Bishop Chatard High School.

The Executive Director:

- Ensures that the finance plan of the school supports our Catholic identity and the mission of the school
- Establishes financial procedures in consultation with the President, Principal, and Vice President for Advancement delineating systems and methods that will insure the achievement of the financial objectives of the school
- Prepares reports according to generally accepted accounting principles for the administration, Board, appropriate committees, and when timely, for the Federal and State government

Responsibilities:

- Advise President on long-range financial planning, including the development of interactive financial projection models
- Prepare short and medium-term financial forecasts and ensure the availability of cash to effectively operate the school and pay obligations as they become due
- Lead the development of annual budgets in consultation with the President, incorporating input from the various stakeholders (school management, Board of Regents/Finance Committee, Archdiocese)
- Develop appropriate short-term and long-term capital budgets
- Assist in developing fundraising programs to align with the scope and timing of operational and capital plans
- Interface with third parties on financial matters
- Manages all investments for the school under the direction of the President and pertinent policies of the Bishop Chatard High School Board of Regents and Archdiocese of Indianapolis
- Oversee and manage all financial & operational functions:
 - Financial reporting / controllership
 - Tuition management, including financial aid and voucher programs
 - Facilities management

- Contracts management
- Payroll & HR
- Cafeteria / food services
- Trojan Tots (preschool and daycare centers)
- Spirit Shop
- Ensure proper segregation of duties and the operation of effective internal controls
- Ensure that appropriate financial systems (general ledger, accounts payable, tuition management, payroll, etc.) are in place and properly maintained
- Prepare ad hoc financial analyses and provide other input to support effective decision making
- Ensure development and maintenance of an appropriate risk management function
- Supervises all business office staff

Specific financial reporting needs:

- Monthly balance sheets and P&Ls in accordance with generally accepted accounting principles, with comparisons to budget and prior periods - for use by President, school management and Board of Regents/Finance Committee
- Monthly departmental reports of actual to budgeted expenses
- Required reports and filings for Archdiocese and other third parties

January 2022