DIRECTOR OF FINANCE & PLANNING

Saint Joseph Notre Dame High School (SJND) is a co-educational, Catholic parish high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 400+ students. The 70 staff members are dedicated to the development of confident, open-minded, generous leaders who are ready to live joyful lives of faith, scholarship, and service.

The Director of Finance and Planning (DFP) provides professional leadership and assistance to the Principal and the Board of Trustees in the stewardship of SJND’s financial resources, with the goal to achieve the fullest attainment of the school's Catholic mission. The DFP is responsible for leading the school in anticipating financial needs and outcomes, coordinating strategic planning and goal-setting, maintaining accounting, and overseeing ongoing financial control. The DFP also oversees the operation of the Business and Facilities Departments. The DFP reports directly to the Principal.

Responsibilities:
- Take the lead in the Business Office for planning and financial execution
- Establish and develop best-in-class forecasting and reporting processes.
- Understand and highlight key performance indicators and drivers of change within SJND’s financial results, as well as clearly present these results to the principal and key leadership team members to inform strategic decision-making.
- Be a thought leader and partner cross-functionally to drive operational efficiencies and strategic initiatives while scaling the institution.
- Build analytical and reporting tools to measure financial results, key operational metrics, and efficiency of spending.
- Partner with leadership team members and key stakeholders across the organization to provide strategic financial insights and recommendations.
- Lead and mentor teams (business office, facilities team) by providing financial leadership and analytics.
- Maintain and improve predictability of financial results through enhancements of internal processes and partnership across the organization.

Skills and Qualifications:
- Bachelor's degree in related field required; CPA or advanced degree in finance, accounting or non-profit management strongly preferred; experience managing a human resource function or direct experience with human resource function highly preferred
- Minimum of 5 years of finance/accounting experience with a minimum of 3
years in a management capacity and experience with GAAP, GAAS and non-profit financial accounting.

• Proven track record of achieving results in a corporate or non-profit environment with demonstrated success building systems and tools to support an organization.

• Significant organization management skills including team-building and staff supervision and development, as well as the ability to collaborate and communicate transparently with colleagues, senior management and Board members.

• Excellent written and oral communication skills with the ability to engage and inspire a wide range of audiences.

• High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently.

• Supports the values of Catholic school education and the SJND mission.

**To Apply:**
This is a full-time exempt position with benefits. Please send a cover letter and resume to hiring@sjnd.org with “Director of Finance and Planning” in the subject line. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.