

Director of Finance and Operations

THE MISSION:

Salesian College Preparatory is a Catholic school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the elements of home, school, church, and playground in a supportive and caring environment, in accordance with St. John Bosco's educational philosophy of reason, religion and loving kindness.

THE OPPORTUNITY:

The Director of Finance is a senior leadership position responsible for stewarding the financial resources of Salesian College Preparatory in alignment with its Catholic and Salesian mission. This role provides strategic financial leadership, ensures sound fiscal management, and supports the school's long-term sustainability through responsible budgeting, reporting, and operational oversight. The Director of Finance and Operations partners closely with the President, Chairman of the Board, and Principal to guide financial decisions-making and business practices.

ACCOUNTABILITY:

- Reports to the President and Board of Directors
- Works in close partnership with the Principal
- Supervises the Finance Office, IT, and Facilities
- Collaborates with the Board of Directors and Board Committees as assigned
- Works with external auditors, vendors, and financial service providers

OPERATIONAL TEAM LEADERSHIP:

- Supervise and support Finance Office staff, Facilities/Maintenance staff and IT Department
- Maintain productive relationships with vendors, financial institutions, and service providers
- Oversee the annual process and recommendations for financial assistance
- Oversee the manual independent audit, including preparation of supporting schedules and documentation
- Oversee cash flow, investments, and asset management, monitoring activity on a regular basis
- Ensure compliance with federal, state, and nonprofit financial reporting requirements

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of seven years of experience in finance or accounting, including senior-level decision-making responsibilities
- Experience in a nonprofit and/or educational setting (preferred)
- Strong knowledge of fund accounting, budgeting, and financial controls, including GAAP for nonprofits
- Experience supervising and developing small teams
- Advanced degree or professional certification (CPA/MBA) PREFERRED
- Experience in Microsoft Excel, Google Sheets, Financial Edge NXT and Raisers Edge NXT

SALARY & BENEFITS

- Full Time Exempt
- Salary Range: \$130,000-\$150,000 DOE
- On-site (no remote option)

TO APPLY:

Please submit the following to application@salesian.com.

- Cover letter that expresses your interest and fit for leading a Catholic high school.
- Current resume that includes dates for all degrees, certifications, and experience.