



## POSITION DESCRIPTION

**Position Title:** CFO / Finance Director

**Reports to:** President

**This position is:** Full time with benefits

**FLSA:** Exempt

**Date:** January 15, 2025

**Hours hired to work:** 40+ hours per week, 12 months

**About the Catholic Schools Center of Excellence:** The Catholic Schools Center of Excellence (CSCOE) is a 501(c)(3) non-profit organization that was founded in 2015. CSCOE's mission is to increase enrollment by enhancing excellence in preschool – 8th grade Catholic schools. When formed in 2015, CSCOE's support focused on schools within the Archdiocese of St. Paul and Minneapolis. Having demonstrated success within the archdiocese, CSCOE's focus broadened in 2022 to encompass all the preschool – 8th grade Catholic schools in Minnesota. Significant growth beyond Minnesota is projected for the future.

**Purpose of Position:** The Finance Director is the Organization's Chief Financial Officer, serving as the primary financial advisor to the President and Board of Directors, maintaining the financial records of the Organization and ensuring that proper internal controls are in place and operating efficiently. The Finance Director also serves as an advisor to the schools supported by the Organization. To make the organization scalable to a national level, all roles within the Organization must leverage advanced technology, especially AI, to do more in less time.

### Duties and responsibilities:

1. CORE COMPETENCY: Maintaining the financial records of the Organization in accordance with generally accepted accounting standards.
2. CORE COMPETENCY: Preparing and managing an annual budget that provides effective guidance to the Organization in terms of achieving its mission with available resources.
3. CORE COMPETENCY: Reporting the financial position of the Organization and departments to the President and Board of Directors.
4. CORE COMPETENCY: Serve on the Organization's Executive Leadership Team, providing advice and recommendations on the organization's strategic and operational plans and appropriate courses of action to achieve those plans with available resources.
5. Maintain CSCOE's financial, accounting and internal control systems.
6. Review bank balances on a regular basis to ensure proper liquidity.
7. Prepare an annual budget and provide continuous monitoring of actual performance compared to budget, recommending adjustments as appropriate.

8. Maintain CSCOE's chart of accounts and general ledger.
9. Ensure all income and expenses are promptly and properly recorded in the organization's accounting records.
10. Prepare financial statements as and when appropriate for presentation to senior management and the Board of Directors.
11. Maintain the organization's bank and investment accounts and manage banking relations.
12. Reconcile the organization's bank accounts monthly.
13. Process the Organization's bi-monthly payroll and maintain/process appropriate payroll records including IRS forms W-2 and 1099.
14. Maintain the Organization's grant management process.
15. Manage the organization's annual audit and serve as the primary point of contact with external auditors and similar oversight and regulatory organizations.
16. Be responsible for the preparation and timely filing of the required federal and state reports including the IRS Form 990.
17. Prepare cost and financial analysis as requested by the President and/or Board of Directors.
18. Maintain the organization's human resource system, ensuring all personnel records are properly maintained.
19. Manage the organization's benefits and insurance programs.
20. Provide oversight and coordination of office infrastructure needs (e.g., leased space, technology, phone, internet, etc.).
21. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact.
22. Create monthly reporting so each department can more accurately track budget vs actuals
23. Accomplish other duties as may be assigned by the President.
24. Maintaining appropriate employee records.

As regards to working with entities served by the Organization, the Finance Director will:

25. Serve as a resource on financial issues and best practices to organizations served by the Organization.
26. Work with schools and other interested parties to develop a financial model that promotes financial health and viability within the schools.
27. Develop concepts and provide guidance in areas such as establishing tuition rates and discounting policies, procurement and capital expenditures
28. Consult with schools on economic issues and questions.
29. Assist schools, as requested, in the budgeting process and in reviewing the financial results of school operations.
30. Identify and encourage the implementation of best practices in school accounting and financial management.

### **Qualifications**

1. Bachelor's or advanced degree in finance or accounting,
2. Certified public accountant preferred.
3. Five or more years of experience as the senior financial executive in an organization with an annual budget of at least \$2 million.

4. Demonstrated expertise with QuickBooks
5. Experienced in working in a non-profit environment and proficiency in non-profit accounting.
6. A solid understanding of proper internal controls and cash management.
7. Excellent writing, editing and verbal communications skills.
8. A sincere commitment to the mission of the organization and to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, schools and other supporters.

Please send a resume, cover letter, and three references to CSCOE Chief Operating Officer Annemarie Vega at [annemarievega@cscoe-mn.org](mailto:annemarievega@cscoe-mn.org).