



Assumption High School
JOB OPENING
Executive Director of Finance Opening

Assumption High School seeks a dynamic and highly qualified **Executive Director of Finance** to join our dedicated team.

Position Summary: The Executive Director of Finance is responsible for overseeing all financial aspects of the school, ensuring fiscal integrity and compliance with relevant regulations. This role will involve strategic planning, budgeting, financial reporting, and risk management. This position reports to the President and is member of the school's Leadership Team.

Key Responsibilities:

- Develop and implement comprehensive financial plans and budgets.
- Oversee accounting functions, including general ledger, accounts receivable, accounts payable, and payroll.
- Prepare financial reports and analyses for the school administration, board of directors, and other stakeholders.
- Oversee and manage investment portfolio in conjunction with external investment adviser
- Manage financial risks and implement appropriate risk mitigation strategies.
- Ensure compliance with all applicable financial regulations and accounting standards.
- Supervise and mentor finance staff.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA or CMA certification required.
- Minimum of 5 years of experience in financial management, preferably in a non-profit or educational setting.
- Strong understanding of GAAP and other relevant accounting standards.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Commitment to Catholic education and values.

To Apply: Please submit your resume, cover letter, and three professional references to mary.lang@ahsrockets.org

Deadline: Applications will be reviewed on a rolling basis until the position is filled. Assumption High School offers a competitive salary and benefits including a 50% tuition discount for employees' daughters. AHS is an equal opportunity employer. We value diversity and are committed to creating an inclusive work environment.