

Mercy High School
Job Description

Job Title: Director of Finance
Department: Leadership Team
Reports to: Head of School
FLSA Status: Part-time, exempt
Updated: December 2025

Summary:

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Director of Finance reports to the Head of School and is responsible for the overall financial health of the school by overseeing and implementing the financial functions and needs of the school.

The Director of Finance of School is a member of the Leadership Team and works directly and collaboratively with members of this team. The Director of Finance oversees the Finance Committee, Investment Committee, and Financial Assistance Committee.

The Director of Finance works up to 30 hours a week with days and hours to be agreed upon at hiring.

Qualifications:

The Director of Finance must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent mathematical and written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines; meet challenges with a sense of humor and a “can do it” attitude. The ideal candidate should have the following:

- Bachelor’s degree in accounting, finance, or related field required, CPA or MBA a plus
- Significant senior financial management experience, ideally in a school, nonprofit, or mission-driven organization.
- Demonstrated expertise in budgeting, forecasting, investment management, and GAAP accounting.
- Experience with tuition management, tuition assistance programs, and nonprofit fundraising financial practices preferred.
- Strong leadership skills with the ability to inspire, mentor, and manage staff.
- Excellent interpersonal, communication, and presentation skills.
- High level of integrity, discretion, and commitment to the School’s mission and values.
- Eagerness to engage in the life of a high school campus.

Essential Duties and Responsibilities include the following.

- Financial Leadership & Strategy
 - Develop and implement financial strategies that align with the school’s mission, goals, and long-term plans.
 - Serve as a strategic advisor to the Head of School, Board of Directors, and Leadership Team, in preparing and presenting financial reports, forecasts, and analysis.

- Lead annual budgeting and multi-year financial planning processes, inclusive of CapEx budget and cash flow analyses
- Manage and steward the School's endowment, including investment oversight, compliance with spending policies, and regular reporting to the Finance Committee and Board of Directors.
- Accounting & Financial Management
 - Oversee all aspects of accounting, payroll, tuition billing, accounts receivable/payable, and financial reporting inclusive of reconciling student tuition from FACTS to the general ledger, maintaining general ledger, overseeing transfers, etc.
 - Maintain fixed asset subledger and post depreciation
 - Post credit card deposits to general ledger.
 - Facilitate purchasing for school needs including administration of school credit card program
 - Ensure accurate and timely preparation of monthly, quarterly, and annual financial statements in accordance with GAAP.
 - Manage the annual audit process and maintain strong internal controls.
- Tuition, Enrollment, and Development Support
 - Partner with Admissions and Advancement to align tuition pricing, tuition assistance, and fundraising efforts with the School's revenue goals.
 - Oversee the administration of the financial assistance program in partnership with the Financial Assistance Committee.
- Operations & Risk Management
 - Supervise business office staff, vendor contract, and ERate management.
 - Manage the School's insurance programs and risk mitigation strategies.
 - Manage employee health, 403(b), and other benefit programs to ensure they are competitive, sustainable, and aligned with the School's mission and resources.
 - Ensure compliance with all applicable laws, regulations, and reporting requirements.
 - Oversee risk management, insurance, and safety issues
- Human Resource Management
 - Support Human Resource needs in collaboration with outside payroll and HR services
 - Ensure compliance with applicable CA Labor laws
 - Verify completion of employee hiring and separation paperwork including final check
 - Generate employment contracts for all employees
 - Support Human Resource needs that arise in partnership with Head of School
- Board & Committee Engagement
 - Provide clear, accurate, and timely information to the Finance, Audit, and Investment Committees of the Board of Trustees.
 - Support the Head of School in fostering a strong, transparent relationship with the Board regarding financial matters.

Upcoming Opportunities for the New Director of Finance

- Convert School's vision in the Strategic Plan into realities supported by effective financial planning.
- Supporting Mercy's building project with new facilities opening Fall 2026
- Campus development supported by effective long-term and financial planning
- Support teacher retention and a strong workplace through continued success of Mercy's compensation opportunities, data-informed approaches, and new initiatives.

Supervisory Responsibilities

Supervises and reviews Senior Accountant position.

Competencies

- Analytical – can synthesize complex or diverse information, and collect and research data; designs and presents work flows and procedures
- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Team-oriented – Ability to perform as part of a team, involving both internal and external groups.
- Communication skills – Strong written and verbal communication skills, and ability to communicate with a wide range of audiences
- Multi-tasking – Ability to be organized and detail-oriented, with the ability to oversee and perform a number of projects and meet multiple deadlines.
- Problem solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully
- Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Computer Skills

Must have advanced Excel knowledge, as well as well as be proficient in MS Office and Google Suites
High level of knowledge of accounting software, familiarity with Quickbooks helpful

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop or kneel. The employee may be asked occasionally to travel from the Russell Hall to the main school building which is uphill going; downhill returning. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while walking from the main building to Russell Hall located down the hill.

The noise level in the work environment is usually moderate.

Salary Salary is commensurate with experience of the applicant. (Range up to 30 hours/ week \$90,000-115,000)

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)

Send resume and cover letter to:

Lynn Beal, Executive Assistant to the Head of School, at lbeal@mercyhsb.com. Please include subject line "Director of Finance"