



School Finance Officer

Full Time - Exempt

Overview

Saint James is a K-8 Catholic elementary school nestled between Noe Valley and the Mission. Centrally located in the City, St. James lives within two of the most dynamic and vibrant neighborhoods. St. James School serves children of families of diverse cultural ethnic, and socioeconomic backgrounds with all services afforded by the Archdiocese of San Francisco. Empowered by Jesus and His teachings, we accept the responsibility to help develop the gifts and talents of students, parents, and staff alike.

We are currently seeking a dedicated Finance officer to help with our day to day financial operations of running the school.

Job Summary

Under the direction of the Principal, the Finance officer supports the mission of the school through leadership of all aspects of business and financial management, including preparation of financial statements, annual budgeting and long-range financial planning. The finance manager manages the day to day financial operations of the school, including accounts receivable, accounts payable, payroll, and monthly financial close. The Finance officer ensures that internal controls are strong, and financial policies and systems for all aspects of financial accounting are in place. As well as analyze, prepare and share timely financial data and make recommendations to the Principal, and the Development Board, as appropriate.

Finance:

- Direct responsibility for oversight of day-to-day finance and accounting operations (including general ledger, accounts payable and receivable, yearly 1099 forms, payroll processing, and monthly reconciliations) to ensure timely and accurate financial information.
- Prepare Monthly, Quarterly & Annual reports & budgets.
- Manage payroll for school employees using online ADP system
- Oversee TADS Tuition Management Database and school collection process
- Generate New contract & contract renewals for Tuition
- Work with the Principal, the Director of Development to drive the annual budget process and track performance against the budget.
- Provide timely, accurate and high quality financial reporting to management (DCS) and the board to support policy and operational decisions, and strategic initiatives.
- Assist enrollment process by assisting incoming families with tuition assistance applications.
- Manage accounts payable and accounts receivable
- Prepare checks, payments and bank deposits
- Make bank deposits as required
- Comply with relevant Department of Catholic School reporting requirements
- Calculate and prepare tax payments

- Assist with budget preparation
- Assist with audits
- Maintain complete filing system to support financial records
- Collaborate with the Financial team and the Principal to provide Financial Aid for families
- Respond to family issues & inquiries
- Represent St. James occasionally at parent meetings, events and in professional meetings as requested by the principal.

Skills & Qualifications:

- **Spanish Speaking is required**
- Knowledge of accounting for non-profits preferred
- Excellent computer skills including Microsoft Excel, Word, PowerPoint, Google Suite, Google Drive
- Prior experience with Quickbooks Online and Paylocity preferred.
- Excellent time management and organizational skills; ability to work effectively to meet deadlines
- Ability to use tact, discretion and maintain confidentiality with sensitive information
- Ability to effectively interact with a diverse community.
- Excellent customer service and relationship building with families.
- Detail-oriented with exceptional organizational skills and attention to detail
- Able to identify and proactively manage and resolve problems
- Ability to multitask, work independently and exercise good judgment
- Self-motivated with a strong work ethic, dependable and reliable
- Able to build and maintain outstanding co-worker, customer & vendor relationships
- Excellent verbal/written communication skills (Fluent in English & Spanish is required)

Salary & Benefits

Job Type: Full Time, Exempt position

Salary \$70,000 - \$85,000: Comprehensive benefits package and competitive salary dependent upon experience.

***All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with criminal histories.**

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Application Instructions:

Please forward application materials (resume, cover letter) to:

Alex Endo

Principal

321 Fair Oaks St.

San Francisco, CA 94110

Aendo@sjsf.net