

Vice President of Finance & Operations

Application Submission Deadline: February 28, 2025

Expected Start Date: Spring 2025

Christian Brothers Academy is a Lasallian Catholic college preparatory school located in Syracuse, New York serving young men and women of diverse faiths and cultures. The school was founded in 1900 on the religious tradition of the Roman Catholic Church and animated by the educational vision of St. John Baptist de La Salle. The school has a student body of approximately 750 students in grades seven through twelve. The administration, faculty, staff, and the entire CBA family provide students with a safe, nurturing environment that fosters spiritual, intellectual, physical, emotional, and social growth. CBA challenges students to achieve excellence in all aspects of their lives, encouraging them to live as moral, responsible, contributing, and successful members of society.

Our Core Beliefs:

- We believe that a spirit of association exists among the administration, faculty, staff, students, alumni, parents and friends of CBA that is at the center of the Lasallian mission and at the heart of the Academy within the extended community.
- Our compassion is rooted in Gospel values and the vision of St. John Baptist de La Salle is the foundation of all academic, disciplinary, counseling, managerial, co-curricular, religious, and service programming sponsored by the Academy.
- Effective education develops the human and Christian person – spiritually, intellectually, emotionally, socially, and physically.
- We best prepare our students for future education through a core curriculum and course electives, which are mindful of current standards and reflect sound pedagogical developments and technological advancements.
- Problem-solving, critical thinking, communications, reading and research skills are necessary in a comprehensive educational environment.
- A disciplined atmosphere empowers the development of responsibility, leadership, and personal growth in the life of the students.
- Healthy interpersonal relationships develop through co-curricular programs, cooperative learning, and social interaction.
- A worldview that reflects the call of Catholic Social Teaching and service to the community is an important aspect of developing morally conscious members of society.
- Life-long learning is essential for success in a changing society.
- A complete education is one that integrates religious values and moral education throughout the curriculum and is fundamental to sustaining a just society.

POSITION DESCRIPTION

The CBA President leads an Executive Team that is composed of the Principal, Vice President of Advancement, Vice President of Mission, Vice President of Enrollment Management, and Vice President of Finance and Operations.

The Vice President of Finance & Operations is responsible for managing all aspects of fiscal services of CBA including the yearly budget, accounting, fiscal reporting, cash management, payroll, insurance, accounts payable, tuition, and financial aid. The Vice President of Finance & Operations is responsible for leading the Finance Department, transportation services, building operations, food services, cleaning services, and school maintenance. The Vice President of Finance & Operations directly supervises Accounts Payable Assistant, Accounts Receivable Assistant, Payroll Assistant, and the Director of Maintenance and Facilities.

The Vice President of Finance & Operations will ensure compliance with all government regulations and CBA policies and procedures as it relates to fiscal management. The Vice President of Finance & Operations is supervised by the President, and the position requires close collaboration with the President of CBA and the Chair of the Finance Committee of the CBA Board of Trustees. The Vice President of Finance & Operations is a sitting member on the following Board of Trustees Committees: Finance, Building and Grounds, Technology, Enrollment Management and HR. The Vice President of Finance & Operations attends quarterly meetings of the CBA Board of Trustees.

JOB RESPONSIBILITIES

- Develop the yearly budget and present the budget to the school President and Finance Committee for approval.
- Provide financial information to the school President and the Finance Committee on a monthly basis.
- Reconcile bank statements on a monthly basis and review all statements prepared by staff members.
- Review all general ledger activity on a monthly basis to ensure proper accounting and ensure budgetary control.
- Ensure all items needed for year-end audit have been completed and provided to audit firm prior to engagement date.
- Process all financial aid applications and determine appropriate awards and oversight of financial aid letters to parents.
- Update and manage year-end forecasting of expenses/revenue on a monthly basis and report variances to the school President and the Finance Committee.
- Plan and budget for capital projects.
- Maintain fixed asset ledger.
- Ensure proper cash management including timely and accurate deposits.
- Maintain endowment-tracking spreadsheets for all endowed scholarships.
- Manage banking and investment relationships on behalf of the school.
- Supervise the collection of tuition, cafeteria purchases, book purchases, field trip payments and all other student payments.
- Process all campaign related activity. Report cash payments, loan processing, recordkeeping and summary reporting to the school President and Finance Committee.
- Supervise budgetary control. Ensure expenditures are authorized by department heads and within budget. Variances are researched and reported to the school President and the Finance Committee.

- Collaborate with the Director of Facilities to plan all summer building/grounds for approval by the President.
- Prepare yearly mandated service reports for New York State reimbursement.
- Prepare yearly reports for the New York State MST Grant.
- Prepare yearly reports for reimbursement for the New York State Safety and Security Grant.
- Collaborates with the Vice President of Enrollment Management to maintain school enrollment numbers and maintain retention report.

TRAITS AND CHARACTERISTICS

The successful candidate for the Vice President of Finance and Operations of Christian Brothers Academy will be an individual who possesses these essential and preferred qualities; at a minimum:

Essential:

- Knowledge and appreciation for Catholic schools
- Fiscal management experience
- Ability to establish and develop strong working relationships with fellow school leaders
- Excellent written and oral communication skills

Preferred:

- Experience working in a school
- Experience working in a Catholic school
- Experience working in a Lasallian school

EDUCATION AND CAREER PATH LEADING TO THIS POSITION

Certification as a School Business Leader from any state is preferred. A Master's degree in business or accounting is strongly preferred.

GENERAL INFORMATION

Start Date: Assume responsibilities Spring 2025.

Salary/Benefits: Salary range of \$90,000 to \$115,000 based upon experience with competitive benefits and retirement.

***Application:* Application materials are due by February 28, 2025. Please submit a resume, letter of intent, and at least two references. The letter of intent should address why you are interested in and qualified for the position. This is a confidential search until the final interview at which time references will be contacted.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Contact: Please send resume and other materials, by email only, addressed to:

Vice President of Finance & Operations Search Committee
Christian Brothers Academy
HR@cbasyr.org