

NOTRE DAME DE SION SCHOOLS

POSITION DESCRIPTION

Position: Director of Accounting and Business Operations
FLSA Status: Salaried, Exempt
Hours: Full-time, 12 months
Reports to: Chief Financial Officer

Position Summary: The Director of Accounting and Business Operations plays a vital role in ensuring the smooth and efficient operation of the School's business office, combining traditional office management responsibilities with accounting and budgeting duties. The ideal candidate is organized, detail-oriented and capable of managing multiple priorities in a fast-paced and dynamic educational environment while engaging with a broad range of constituents including faculty, staff, parents, vendors and senior management.

Key Responsibilities

- Oversee the school's accounting operations
- Oversee external accountants to ensure accurate and timely financial reporting
- Manage the School's spend management platforms
- Assist with the annual budgeting process and ongoing monitoring of expenses
- Monitor and manage cash balances
- Oversee daily operations of the school business office
- Administer the online Tuition Management platform and manage collections
- Coordinate use of multiple payment platforms to support school programs
- Provide responsive, positive customer support to all constituents reflecting the values of Notre Dame de Sion Schools

Specific Duties and Responsibilities

Accounting Operations

- Ensure accurate financial reporting
- Oversee and manage the outsourced accounting team
- Establish and maintain internal controls
- Coordinate annual audit with external accountants

Spend Management

- Manage the online spend management program for payment of invoices, reimbursements and company purchasing cards (RAMP, Amazon)
- Ensure timely payment of accounts payable
- Train and support faculty and staff in use of the RAMP system to ensure compliance with School policy

Budget Management

- Assist the CFO with the annual budgeting process
- Coordinate budget reporting with external accountants
- Review monthly budget reports with senior leadership and directors
- Help identify budget trends for senior leadership

Cash Management

- Maintain up-to-date cash projections
- Monitor cash balances in Operating, Advancement and Investment accounts and ensure funds are available for operations
- Ensure timely deposits of cash and checks on a daily/weekly basis

Student Billing & Collections

- Maintain and administer the cloud-based tuition management system (Blackbaud Tuition Management) serving as the in-house application expert.
- Serve as the school's primary collection representative regarding all past due tuition balances and other charges, initiating direct communication early in the collection cycle to reduce the risk of substantial past due balances.
- Identify emerging collection issues for appropriate action in a timely manner through regular reviews of AR aging or past due accounts.

Other assignments

- Manage and provide support to parent groups and staff for various payment platforms, including Formstack, Blackbaud, Camp Brain, Shopify, MyMealOrder, and others
- Assist with risk management reporting as needed
- Other duties as assigned by CFO

Candidate Qualifications & Requirements

Education & Experience

- Bachelor's degree in Accounting or related field
- At least 5 years of accounting experience, with some corporate or public accounting experience
- Previous experience in educational setting preferred

Knowledge

- Proficiency using QuickBooks Online or similar accounting software
- Proficiency using Microsoft Office Suite & Google Workspace, with strong Excel competency
- Working knowledge of various payment platforms, e.g., Square, Shopify,
- Experience with online spend management platforms, e.g., RAMP or Bill.com

Skills and Abilities

- Strong attention to detail in all work processes.
- Curiosity and use of critical thinking skills to analyze problems and create solutions.
- Ability to work independently with minimal supervision and as part of a team
- Ability to handle a variety of complex issues and situations. Position requires demonstrated poise, tact and diplomacy in dealing with a variety of Sion faculty, staff and parents
- Ability to communicate clearly and with authority, both in writing and verbally, to others in one-on-one or small group settings.
- Ability to interact with individuals at all levels of the organization and customers in a helpful, courteous and friendly manner while demonstrating sensitivity to and respect for diverse populations.
- Ability to plan and organize job tasks or resources in an efficient manner.
- Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Ability to keep strict confidentiality.
- Open and honest communication with respect to all aspects of job.

Physical Requirements and Work Environment

- Works in a climate-controlled office setting, sitting or standing at a desk for extended periods of time
- Works with multiple computer screens
- Occasionally bends, stoops and squats
- Must be able to occasionally lift up to 30 lbs.
- Works in an environment with numerous distractions including noise and interruptions