



# DIOCESE OF ORANGE

## **Finance Manager, PAX Christi Academies** **POSITION DESCRIPTION**

**Job Classification:** Exempt, Full-Time

**Location:** Finance Department

**Reports To:** Director of Finance, Elementary Schools & Parishes

### **Job Summary:**

The Finance Manager will oversee and manage the financial activities of a group of schools, ensuring the efficient and effective management of financial resources. This role involves strategic financial planning, budgeting, financial reporting, and ensuring compliance with relevant regulations.

### **Key Responsibilities:**

All diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work and adhere to all of the diocesan policies and procedures.

#### *Financial Strategy and Planning:*

- Develop and implement financial strategies aligned with Pax Christi's educational goals and objectives.
- Direct the preparation of annual budgets, financial forecasts, and long-term financial plans.
- Maintains accurate financial records.

#### *Budget Management:*

- Monitor and control the budget, ensuring efficient allocation of resources.
- Analyze budget variances and implement corrective actions as necessary.
- Work closely with school leaders to ensure budgetary adherence and financial discipline.

#### *Financial Reporting:*

- Prepare and present regular financial reports to the President, CFO Board of Directors, and other stakeholders.
- Ensure timely and accurate financial reporting in compliance with applicable standards and regulations.
- Oversee the preparation of financial statements, including balance sheets, income statements, and cash flow statements.

*Operations Management:*

- Assure internal cash controls compliance-payments and cash processing.
- Oversee banking procedures and overall financial record keeping for the various sites.
- Tuition and Financial Aid Management
- Support school accounting functions-Accounts Receivable and Accounts Payable.

*Compliance and Risk Management:*

- Ensure compliance with all relevant financial regulations, laws, and guidelines.
- Develop and maintain internal controls to safeguard PAX Christi's financial assets.
- Identify financial risks and develop mitigation strategies.

*Leadership and Team Management:*

- Foster a collaborative and high-performance culture within the PAX Christi Academies.
- Coordinate with other departments to support overall organizational objectives.

*Board/Stakeholder Engagement:*

- Build and maintain relationships with key stakeholders, including school leaders, external auditors, and financial institutions.
- Communicate financial information effectively to non-financial stakeholders.
- Represent the financial interests of the group in meetings and negotiations.

**Qualifications and Experience:**

- Bachelor's Degree in Business Administration, Accounting, or Finance preferred.
- 3-5 years of business-finance work experience.
- Supervision, leadership, and good communication skills.
- Understanding of fiscal planning/management, accounting, and payroll functions.
- Track record of academic and professional excellence.
- Ability to learn and administer parish and school operating software (e.g., QuickBooks, Aplos, Microsoft Office products, FACTS).
- Experience in basic human resource management practices.
- Facilitate group presentations and training of staff.
- Understanding of Catholic social teaching and its application to school-parish operations.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Working Conditions</b>	Typical office environment.
<b>Equipment &amp; Software Used</b>	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and shredder/ FACTS, QuickBooks, SIS and other program software.
<b>Essential Physical Tasks</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.