

Villa Maria Academy

Financial Coordinator

For 150 years, Villa Maria Academy has continued our commitment of sharing the mission of the Sisters, Servants of the Immaculate Heart of Mary by spiritual formation and excellence in education for young girls by blending spirituality with academics in a nurturing learning environment for students, with a strong focus on leadership and service.

Currently, Villa Maria Academy is searching for a **Financial Coordinator** who will report directly to the Principal and will serve as a representative of the Principal in all functions of the position. The Financial Coordinator is also charged with representing to the larger, extended, and public communities outside of the school that the primary mission of Villa Maria Academy is to offer its students a quality Catholic education and rigorous academics in a nurturing community that reinforces leadership and service potential in every student. The Financial Coordinator represents the school to many different "publics" and must demonstrate a working knowledge of the academy's strong Catholic Philosophy and its application toward serving its mission.

The following is illustrative, but not all inclusive of what is expected of the Finance Coordinator at Villa Maria Academy:

Accounting functions including:

- General ledger and chart of accounts - Completes monthly maintenance of bank accounts
 - Keeps accurate and detailed accounts of all financial transactions as prescribed by administrative policy and business office protocols
- Budgeting - Responsible for the preparation of the annual budget and is responsible for the administration of all phases of the budget throughout the year
- Accounts Payable/ Receivable - Oversees accounts payable and accounts receivable accounts
- Payroll – Responsible for all aspects of the payroll account

Financial reporting and forecasting including:

- Publish meaningful monthly, quarterly, and annual fiscal-year financial reporting
- Publish strategic quarterly five-year forecasting
- Works with the Board of Trustees and academy administration to plan for capital projects/expenses
- Is responsible for the monthly review of the investment account

Audits including:

- Facilitates the annual worker's compensation audit

- Completes annual health insurance renewal in conjunction with the school administration
- Prepares for the annual financial review. Acts as a liaison with the company hired to complete the review/audit

Financial Aid:

- Completes the annual paperwork for re-enrollment in the PA EITC Program and participation in scholarships funded through BLOCS and the Foundation for Catholic Education
- Works with the school administration in the awarding of financial aid and EITC scholarships

Human Resources:

- Manage the relationship with Villa's Human Resource consultant

Employee Benefits:

- Acts as a liaison with the health insurance provider and broker. Attends meetings as needed
- Responsible for the supervision of the 403B Plan. Acts as a liaison with Christian Brothers and is responsible for the completion of annual paperwork and documentation
- Works with the school administration to revise and update the Personnel Handbook

Represent the Business Office as a member of the Finance Committee

Other general responsibilities

- Maintains Standard Operating Procedures for the business office
- Meets with the Board of Trustees and/or school administration as needed or requested to review financial accounts or to provide projections for revenue and expenses
- Along with the school administration, acts as a representative of the academy in any discussion with the Congregation related to the Memoranda of Understanding and the annual assessment.
- Provides reporting to the school administration as needed or requested

Required Clearances: PA Child Abuse, Criminal History, FBI Fingerprinting and Virtus Training

Position is Part-Time, three (3) flexible days per week in the office.

Salary range is \$30.00 to \$36.00 per hour commensurate with experience.