

HOLY CROSS PREPARATORY ACADEMY

FINANCE MANAGER

Holy Cross Preparatory Academy (HCPA), an independent preparatory high school in Delran, NJ has an immediate opening for a Finance Manager.

This is a salaried 12-month position – \$75-80k annually. We offer paid time off, medical, dental, vision, and life plans, and a 403(b) retirement plan with employer match.

Details of this Position:

- On-campus position runs five days per week, Monday through Friday per our School Calendar
- **QUALIFICATIONS & EXPERIENCE:**
 - Bachelor's Degree in Finance, Accounting, or a similar field (Master's Degree preferred)
 - Minimum of 5 years of senior management experience, preferably in a school setting
 - Expertise in budget management and proficiency in general database management
 - Ability to develop proactive financial strategies that improve school productivity and growth
 - Proven work experience in a managerial role that reflects skills in finance, accounting, business management, optimization, and staff management
 - The ideal candidate will possess strong interpersonal skills, an understanding of the need for confidentiality, and the ability to create, implement, and manage multiple operations in a timely and proficient manner
- **RESPONSIBILITIES:**
 - Facilitate the preparation of the school budget with input from the Principal and Finance Committee
 - Identify, develop, and implement systems and procedures to improve operating quality and efficiency
 - Departmental coordination and financial reporting
 - Develop, implement, and monitor a strong system of internal controls
 - Manage the daily operations of all business office staff
 - Supervise and manage Accounts Receivable, Accounts Payable, and Payroll
 - Responsible for all aspects of Audit process
 - Responsible for all aspects of the Financial Aid process
 - Act as the "point person" for inquiries on school business and administrative matters
 - Communications and grant support, providing reports to department heads and Principal

Send Resume and Professional References → Attention: Sandy Kapica, Director of Human Resources

Email to: skapica@hccprep.org