



Vice President of Finance/Chief Financial Officer
Resurrection College Prep High School — Chicago, IL 60631

School Overview

Resurrection is a Catholic Lasallian college preparatory school for young women on the northwest side of Chicago. Founded by the Sisters of the Resurrection in 1922, Resurrection has a centuries-old legacy and tradition of transforming and empowering young women through education, preparing them to lead and serve in an ever-changing world. With an enrollment of approximately 475 students, Resurrection is the largest Catholic college preparatory school for young women on the north side of Chicago. The school serves a diverse student population from across the city and suburbs, representing over 100 private and public grammar schools. The mission of Resurrection emphasizes academic excellence and holistic student development and formation in the context of a loving and caring community, preparing young women for college, career, and life.

Position Summary

The Vice President of Finance/Chief Financial Officer at Resurrection provides strategic leadership and managerial oversight of the school's fiscal operations in order to advance its mission and achieve its vision. This position is responsible for advising the President and the Board of Trustees on matters related to the school's operating and capital budgets, financial planning and forecasting, investments, and debt management. The VP of Finance/CFO promotes a customer-oriented service attitude and serves as the executive officer directly responsible for providing leadership and day-to-day management of the Business Office and Building and Grounds. The VP of Finance/CFO is responsible for designing and implementing internal processes to support areas of finance, business planning and budgeting, accounting and auditing, human resources, and facilities operations. The VP of Finance/CFO is focused on increasing financial solvency, enabling Resurrection to meet its short- and long-term fixed expenses and to accomplish long-term expansion and growth. Financial outcomes are met through: the creation and implementation of effective fiscal initiatives; the utilization of best practices in finance, business planning and budgeting, human resources, and facilities operations; the development of dynamic processes in all phases of finance and operations; and the development of fiscal goals and outcomes combined with a management and communications strategy to increase trust and accountability with internal stakeholders and strengthen partnerships with external stakeholders.

The VP of Finance/CFO will conduct a comprehensive assessment of the existing program and will design and implement a road map for substantial, sustainable long-term financial growth; the vice president will strengthen the infrastructure and organization of finance and operations, fostering a strong, collaborative team environment and improving integration across the various functions of finance and operations; will become an active and visible member of the Resurrection and local communities; and lead with mission, authenticity, and humility.

Essential Responsibilities and Duties

Strategic Vision and Leadership

- Assess the fiscal solvency of Resurrection; craft a multi-year strategy that will leverage the strengths and assets of Resurrection to improve the overall financial sustainability of the school.
- Collaborate with the Vice President of Institutional Advancement, providing financial trends and projections to inform strategic philanthropic and enrollment management goals to meet current and future fiscal needs of the school.

- Serve as an active member of the President's Cabinet; build strong, collaborative professional relationships with Cabinet peers and foster a strong team orientation.
- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep the President's Council abreast of the organization's financial status.
- Collaborate with the President and other academic and administrative leaders to identify and prioritize financial needs.
- Manage organizational cash flow and forecasting.
- Supervise accounts payable, accounts receivable, and grants receivable.
- Coordinate employee payroll and correlated state and federal reporting, filing, and payment of taxes.
- Manage all aspects of internal controls ensuring that policies, procedures, and implementation meet the Generally Accepted Accounting Principles for Not-For Profit, 501 (c) 3 religious organizations.
- Oversee a robust contracts management and financial management/ reporting system; ensure that the operating income billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Ensure that the efforts of the Business Office and Building and Grounds are well coordinated and support key institutional priorities; better embed and integrate more proactive financial operations; ensure that Business Office and Building and Grounds staff members are perceived as collaborative, proactive, transparent, and trustworthy partners eager to professionally address opportunities and concerns.
- Evaluate, strengthen, and enhance existing financial policies and procedures and accounting practices. Develop and implement new innovative programs to systematically and strategically improve the financial sustainability and operative efficiency of Resurrection. Improve the Business Office's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the Board of Trustees through the President.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; alongside the Vice President of Advancement, collate financial reporting materials for all donor segments; oversee all financial, project/program and grants accounting, and collaborate with external auditors and the Board of Trustees; assess any changes necessary.

Human Resources

- In consultation with the President, manage Resurrection's human resources and administration, evaluation opportunities for professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that employee acquisition and new hire training processes are consistent and effective in meeting the goals of Resurrection.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.

Staff Management and Leadership

- Maintain a leadership style that is fair, equitable, fluid, and open; support, mentor, and optimally organize the Business Office and Building and Grounds teams, setting clear direction and priorities; promote excellence through well-defined goals and implementation of best practices and accountability measures; provide appropriate opportunities for professional learning and growth; inspire, empower, and motivate staff through active, transparent communication and delegation; instill a sense of urgency and a proactive orientation across Business Office and Building and Grounds.
- Ensure that all systems and processes maximize available intelligence via reporting and also follow sound budgetary, legal, and accountancy practices.
- Plan and carefully manage the Business Office and Building and Grounds budgets, ensuring that resources are deployed efficiently and effectively in support of goals and objectives of the school; utilize contemporary analytics to project, measure, and report on progress relative to goals.

Performance will be measured by

- Ability to successfully meet budget expectations
- Ability to increase overall fiscal sustainability as measured by agreed-upon metrics
- Ability to successfully manage people and processes and meet deadlines and budget requirements while adhering to the policies and procedures of Resurrection
- Ability to embrace, support, and enhance the mission, goals, and values of Resurrection

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting, and audit coordination
- Ability to translate financial concepts for, and to effectively collaborate with, administrative and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management preferred
- Ability to set and follow timelines and work independently
- Ability to collaborate effectively with colleagues in a caring and supportive manner
- Ability to interact with students, parents, alumni, and the public responsively and professionally
- Ability to work for long hours in a sedentary job in front of a computer
- Excellent interpersonal and communication skills required
- Ability to maintain confidential financial information
- Detail oriented and skilled at maintaining organization and management of multiple projects at once and on a timeline throughout the year
- Ability to handle deadlines and stressful situations in a calm, orderly and customer service oriented manner
- Knowledge of and ability to use MS Office and accounting software required; ADP and FACTS knowledge preferred
- A bachelor's degree in business management or related field and five years of related experience; advanced degree and/or financial designations preferred

Application

To be considered for the Vice President of Finance/Chief Financial Officer position, please send a letter of interest and resume/CV to: Dr. Daniel Zepp, dzepp@reshs.org, 773-775-6616