

ARCHBISHOP RUMMEL HIGH SCHOOL

Position Description

Position Title:	Director of Finance
Reports To:	Head of School
Employment Type:	Full-Time, 12 Months
Date Revised:	September 2026

MISSION CONTEXT

Archbishop Rummel High School is a Catholic, all-boys school in the Lasallian tradition, committed to educating young men of faith, scholarship, and service in the spirit of St. John Baptist de La Salle. Every member of the faculty and staff is called to be an authentic witness to the Gospel and to support the holistic formation of students in mind, body, and spirit.

The Director of Finance serves as the senior financial officer of Archbishop Rummel High School, providing strategic oversight of the business office and ensuring the long-term fiscal health of the institution. Through sound financial leadership, rigorous internal controls, and transparent reporting to the Head of School this individual ensures that the school's mission of forming young men of faith, scholarship, and service is supported by a strong and well-managed financial foundation.

POSITION SUMMARY

The Director of Finance holds primary responsibility for directing the school's business office, including oversight of accounting operations, payroll, accounts payable and receivable, and general ledger functions, in partnership with the School Accountant and Finance Manager. This position leads the annual budgeting process, prepares and analyzes financial reports for school leadership and the School Advisory Board, serves as the lead contact for the annual financial audit, and ensures compliance with tax law and applicable regulations. The Director brings strong leadership, technical accounting expertise, and sound judgment to the work of safeguarding the school's financial integrity and supporting its long-term institutional health.

PRIMARY RESPONSIBILITIES

Financial Management & Business Office Oversight

- Direct the school's business office, providing supervision and support to the School Accountant, Finance Manager, and other business office staff.
- Oversee payroll, accounts payable and receivable functions, and general ledger operations, ensuring accuracy and timeliness across all financial processes.
- Manage and maintain oversight of all external financial accounts and banking relationships.

Budgeting

- Lead the annual preparation of the school's line-item operating budget and capital budget, along with any budget template required by the Archdiocese.

- Support periodic budget reviews and forecasting throughout the fiscal year in coordination with the Head of School.

Financial Reporting

- Prepare, analyze, and submit monthly, quarterly, and annual financial reports, including the balance sheet, income statement, budget-to-actuals comparison, budget forecast, and cash flow projection.
- Provide the Head of School and Board of Trustees with timely, accurate financial information to support institutional decision-making.

Audit & Compliance

- Serve as the lead point of contact for the annual financial audit, preparing documentation and supporting auditors engaged by the Archdiocese of New Orleans.
- Ensure compliance with GAAP standards, applicable tax laws, and federal, state, and Archdiocesan regulations.
- Establish and maintain internal controls to protect the integrity of financial data and safeguard school assets.

Administrative & Collaborative Support

- Assist the Head of School with financial analysis and decision support as requested.
- Participate in administrative team meetings, contributing a financial perspective to school-wide planning discussions.
- Maintain organized and confidential financial files, both digital and physical, in accordance with records retention policies.
- Assume other duties as assigned by the Head of School.

QUALIFICATIONS

Required

- Bachelor's degree in Accounting, Finance, or Business Administration from an accredited institution.
- Minimum of five years of experience in accounting or financial management, including experience in a supervisory capacity.
- Strong knowledge of accounting software, with advanced proficiency in QuickBooks and Microsoft Excel.
- Deep understanding of financial governance and regulatory compliance.
- Excellent leadership, organizational, and communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- High level of professionalism, integrity, and a service-oriented mindset consistent with the values of Archbishop Rummel High School.
- Commitment to the Catholic mission of Archbishop Rummel High School.

Preferred

- Master's degree (MBA) in a related field.
- CPA or Chartered Global Management Accountant (CGMA) designation.
- Experience in an independent school, Catholic school, or faith-based nonprofit environment.

- Familiarity with Archdiocesan financial policies and reporting requirements.
- Experience supervising accounting or business office staff in a school setting.

CORE COMPETENCIES

A successful Director of Finance & Operations at Archbishop Rummel High School will demonstrate the following competencies:

Competency	Description
Mission Fluency	Understands and supports the Catholic and Lasallian identity of Archbishop Rummel High School, recognizing sound financial leadership as an expression of the school's mission
Financial Leadership	Directs the school's business office and financial operations with strategic oversight, ensuring accuracy, compliance, and long-term fiscal health
Strategic Budgeting	Leads annual budget preparation and forecasting, aligning financial planning with institutional priorities
Reporting & Analysis	Delivers clear, accurate, and timely financial reports to school leadership and the Advisory Board
Compliance & Internal Controls	Maintains rigorous internal controls and ensures compliance with GAAP standards, tax law, and regulatory requirements
Team Leadership	Supervises and supports business office staff, including the School Accountant and Finance Manager, fostering accountability and professional growth
Collaborative Spirit	Works effectively with the Head of School, Advisory Board, and department leaders to advance the school's financial and institutional goals

WORK CONDITIONS & AVAILABILITY

- This is a full-time, twelve-month, in-person position.
- Regular on-campus presence is expected during normal business hours.
- Occasional evening or weekend availability may be required during audit season, budget preparation, or Advisory Board meetings.
- Operates in a collaborative environment alongside the Head of School, Advisory Board, and business office staff.
- Must be able to perform extended periods of desk-based, detail-oriented work in a professional office setting.

DISCLAIMER

This position description is intended to convey the general nature and scope of work performed in this role. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The Head of School may assign or reassign duties as needed to meet the operational needs of Archbishop Rummel High School.