

# CRISTO REY JESUIT HIGH SCHOOL – TWIN CITIES



CRISTO REY  
JESUIT HIGH SCHOOL

## POSITION DESCRIPTION

[www.cristoreytc.org](http://www.cristoreytc.org)

Date: 1/4/12

**Job Title:** Director of Business Activities

Reports To: President

Location: 2924 4th Ave S, Minneapolis, MN 55408

Beginning: February 2012

FTE/Classification: Full-time, exempt

Salary: Commensurate with qualifications and experience

Cristo Rey is a private, Catholic, college-prep high school sponsored by the Society of Jesus (the Jesuits), serving students of diverse backgrounds from families of low-income who live in the greater Twin Cities metropolitan area. Cristo Rey Jesuit High School's mission is to provide a values-centered education to young people from low-income families to prepare graduates for success in college and life. The school opened in August 2007 and now has 279 students in grades 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.

All students complete a college preparatory curriculum and participate in the Hire4Ed Program in which they spend five days per month engaged in a corporate work assignment. Cristo Rey Jesuit High School – Twin Cities is a member of the national Cristo Rey Network<sup>®</sup> that includes 24 high schools around the United States subscribing to similar academic and internship program guidelines.

### **Primary Functions**

The Director of Business Activities serves as the primary financial and accounting officer of the school. As a member of the administrative leadership team, the Director of Business Activities is responsible for maintaining the financial records in a sound manner, interacting with other executive and administrative leaders, including Committees of the Board of Directors, and developing and maintaining third party relationships that are critical to the fiscal management of the school (e.g., bankers, accountants). The Director of Business Activities is expected to maintain sufficient understanding of applicable accounting and financial reporting standards and to communicate the effect of such standards, as necessary, to the President and Board of Directors. The Director of Business activities also maintains responsibility for administrative matters related to human resources and the financial matters associated with the school's Hire4Ed program. The Director of Business Activities serves as a member of the Board of the condominium association responsible for the school's current facility.

**Essential Duties and Responsibilities include, but are not limited to:**

**Finances and Accounting**

- Perform routine accounting data entry and reconciliations
- Accounts Payable & Receivable
- Prepare materials for Finance and Board Committee meetings
- Manage cash flow transfers between bank accounts as needed
- Prepare and keep up-to-date Cash Flow Projections
- Prepare and update year end forecast for fiscal year
- Lead Annual Budgeting process – Typically begins in Feb/March so finalized by April Finance Committee/May Board Meeting
- Maintain effective Internal Controls and Segregation of Duties
- Serve as primary contact for Annual External Audit
- Serve as financial liaison to the Cristo Rey Network and the Jesuit Secondary Education Association

**Human Resources**

- Process biweekly payroll using ADP EasyPayNet
- Process Expense Reimbursements biweekly as part of payroll
- Process biweekly 401k contribution payments
- Complete W-2s and other year end requirements
- Manage salary changes for budgeting and payroll purposes
- Draft and send offer letters for new employees
- Prepare Faculty and Dean annual contracts – Typically done in April/May based on annual budget timing
- Administer benefit plans
- Provide new employee orientation for HR and benefits
- Complete Unemployment Insurance Reporting and Forms as requested
- Serve on HR Committee with Principal, Hire4Ed Director and faculty representatives

### **Office Support**

- Order office, kitchen and library supplies as needed
- Serve as CR liaison with Technology – Request IDs/emails for new employees and communicate terminations. Review Email lists, network IDs, security cards at least once a year to make sure they are up-to-date. Order tech supplies such as projector bulbs.
- Purchase fixed assets – tables, chairs, file cabinets are generally ordered through Target Commercial Interiors
- Ensure background checks are completed for all employees and volunteers
- Manage petty cash fund

### **Hire4Ed (Work Study) Program**

- Collect and record payments from Hire4Ed sponsors (employers)
- Follow up on past due balances
- Process Student payroll biweekly using ADP RUN system.
- Bill Hire4Ed sponsors for student extra hours. Should equal the amount of the student gross wages per the biweekly payroll.
- Provide W-9s to new CIP sponsors
- Support contract modification as requested – particularly serving as liaison with insurance brokers
- Categorize job descriptions for work comp purposes as new jobs are obtained or duties are significantly changed. Provide information at the beginning of insurance period and as requested for audit purposes.

### **Condominium Support**

- Prepare the Financial Statements and Tax Returns for the school facility (incorporated as a condominium association with the community development organization, *Urban Ventures*)
- Deposits and Recording Receipts
- Payments
- Budgeting and Forecasting

**Required Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's degree
- Excellent written and oral communication skills
- Ability to pass a criminal background check

**Preferred Qualifications:**

- Identifiable experience in matters of financial accounting and reporting, non-profit industry preferred.
- Prior experience working in a school setting and with low-income families

Cristo Rey Jesuit High School –Twin Cities does not discriminate in employment – in any manner contrary to law or justice – on the basis of race, color, creed, religion, national origin, gender, marital status, disability, age, sexual orientation, or status with regard to public assistance.

At the same time, Cristo Rey Jesuit High School – Twin Cities affirms its rights and duty to seek and retain personnel who will make a positive contribution to, and not act in a way that is inconsistent with, its fundamentally religious character, goals and mission as a Jesuit, Catholic, educational institution.

**To apply:**

Please send cover letter and résumé to Father Tim Manatt, S.J., President, Cristo Rey Jesuit High School, 2924 4<sup>th</sup> Ave S, Minneapolis, MN 55408-0268 or email to [timmanatt@crstoreytc.org](mailto:timmanatt@crstoreytc.org) by Monday, January 23, 2012.