

## **Job Description**

**JOB TITLE:** Finance Director

**MINIMUM QUALIFICATIONS:** Bachelor's Degree

**IMMEDIATE SUPERVISOR:** Principal

**SELECTION:** The position is filled by the Principal upon the recommendation of the Designated Pastor and Superintendent of Catholic Schools of the Diocese of Wheeling-Charleston

**SALARY AND EMPLOYMENT TERM:** Salary based on percentage of Harrison County Schools service personnel's salary schedule, yearly term

**QUALIFICATIONS:** The successful applicant for this position must possess and/or show evidence of the following:

- Work experience in payroll and other Human Resources functions.
- Strong academic background.
- Ability to track and balance budgets in various school accounts.
- Ability to communicate effectively through clear, concise writing, free of spelling and grammatical errors, and through articulate verbal skills.
- Ability to create, understand, and interpret financial data.
- Proficiency in using Microsoft Excel.
- Ability to maintain a cooperative working relationship with administration, staff, students, and public.

**DUTIES:** The successful applicant is responsible for the following professional duties:

- Payroll
- Student contracts and fees
- Tuition and fees collection
- Managing school checking accounts
- Tuition Assistance Program (TAPS)
- Child Nutrition applications/paperwork
- Financial reporting
- Safe Environment forms
- Background checks
- Assist with new hire onboarding
- Assist with school budgets
- Collecting and ordering teacher supplies
- Other related duties as needed