

# MANITOWOC LUTHERAN HIGH SCHOOL

Position: Director of Finance



Reports to: Director of Mission Advancement

Updated - 1/2024

## **Position Summary:**

The Director of Finance is responsible for the high school's daily financial operation and its related functions. The Director of Finance works closely with the Director of Mission Advancement and Board of Control Treasurer. The Director of Finance is responsible for receiving general and restricted funds revenue and making all disbursements for those accounts. It is important that the Director of Finance, full-time office staff, and part-time office staff work closely to make the office run smoothly and efficiently. Therefore, communication and cooperation are essential.

This is a full-time position. Compensation includes an hourly wage with health insurance benefits, HSA (Health Savings Account) contribution, and vacation and sick day/personal day allowances.

## **Qualifications:**

- A four-year bachelor's degree in accounting or the equivalent in work experience
- A working knowledge of data processing skills and proper accounting procedures
- Computer literate; knowledge of Microsoft Office including Excel
- Organized and a self-starter; An individual that can work without immediate and direct supervision

## **Position Description:**

### **Finance and Business**

1. Oversee the daily financial operations including accounts payable and payroll of all accounts excluding capital campaign and development.

- Be responsible for all bank accounts associated with the office of the business manager and undertake a monthly reconciliation
- Access the preapproved line-of-credit when necessary
- Issue checks for all approved accounts payable
- Prepare various financial reports for the DMA, Board of Control and appropriate committees
- Implement the financial decisions of the Board of Control, the treasurer, and the DMA
- Participate in preparing the school's annual budget.
  - This is done in conjunction with the finance committee, the DMA, and the heads of the various cost centers.
- Liaise with and provide all information to internal and external auditors
- Serve as an ex-officio member of the Financial Committee
- Be responsible for the usage of Title II and Title IV funds

2. Establishing and maintaining an accrual accounting financial system

### **Human Resources**

- Maintain human resource records and remain current on human resource regulations

### **School Lunch Program**

- Produce, submit, and maintain all school lunch financial records Systems Management
- Manage and develop the schools computerized financial management information system

### **Tuition Management**

- Keep accurate family tuition records
- Work closely with the Principal in the School Choice Wisconsin Program
- Liaison with TADS tuition management
- Send timely statements for tuition to MLHS parents

### **Insurance**

- Take the lead on risk assessment and insurance coverage and maintain all documentation and records (property, liability, and Workmen's compensation)
- Submit Workmen's Compensation claims

