

JOB POSTING

Muskegon Catholic Central



POSITION

Director of Business Affairs

QUALIFICATIONS

- Bachelor's degree in Accounting
- Five to seven years of professional accounting experience
- Knowledge of budgeting principles and practices, accounting principles, investments and financial reporting
- Knowledge and experience in non-profit organization accounting
- Excellent organization, interpersonal skills, verbal and written communication skills
- Ability to interact effectively as a team member and to supervise others
- Must embrace the Mission and Vision of Muskegon Catholic Central
- Willingness to support the mission of Catholic Schools

REPORTS TO

President

ESSENTIAL FUNCTIONS

- Oversee all aspects of accounting and financial management, including tuition billing and collection, accounts payable, payroll, human resources, accounting and reporting, annual financial review and audit, purchasing and vendor management
- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information and ensure accurate financial report
- Supervise, direct, and review the work of the school accounting and business office personnel on use of GAAP and FASB standards
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and support strategic planning
- Direct cash management including cash and investment management and reporting

1145 West Laketon Avenue † Muskegon, MI 49441
Phone: 231.755.2201 † Fax: 231.755.2415 † www.muskegoncatholic.org
Ken R. Rasp † President

- Maintain an organized set of detailed records and files to document financial transactions
- Provide financial reports and assessment to school leadership and the Board of Trustees; coordinate the work of the Finance Committee of the Board in conjunction with the Treasurer and Chair of the Finance Committee
- Resolve complex accounting issues
- Develop tools and systems to provide financial and operational information to the President, Board of Trustees, and Finance Committee
- Remain up to date on nonprofit accounting and audit best practices
- Provide leadership in the allocation of tuition assistance based on documented family finances and tuition collection
- Manage and oversee the human resource function, including: recruitment, hiring, evaluation and compensation; benefits administration; professional training and development; payroll processing; regulatory oversight and legal compliance.

ADDITIONAL INFORMATION

- **STARTING DATE** 06/01/2018
- **TERMS** This is a full-time, 52 week position with full benefits
- **SALARY RANGE** Commensurate with credentials and level of experience in accordance with MCC's operating budget
- **POSTING DATE** 05/30/2018
- **CLOSING DATE** 06/30/2018 or until filled

APPLY TO

Please provide a letter of interest, current resume and credentials by mail or email to:

Jeff Plyler

Muskegon Catholic Central

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Muskegon, MI 49441

jplyler@muskegoncatholic.org

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