



All Saints  
Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

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All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Job Posting

Position: Finance Manager

Status: Part Time Position (Non-Exempt)

Reports To: All Saints Catholic Schools President

### Position Overview

The Finance Director is an experienced accounting professional who is responsible for the accounting transactions and reporting on the All Saints Catholic School's financials. This position assists the President with the stewardship of the finances of the school, in accordance with diocesan policies and guidelines. The individual employed values the organization and responsible management of resources, as well as helps the school fulfill its mission and purpose.

Please note that this position may require work to be completed in the evening hours on occasion to allow for participation in committee meetings and/or the completion of time sensitive tasks associated with the position.

### Responsibilities

- Provides leadership to the President and leadership team in financial, strategic planning, and human resource matters.
- Provides leadership to All Saints Catholic Schools Finance Council and the All Saints Catholic School Board.
- Facilitates All Saints Catholic Schools integrated strategic planning, budgeting, and long-range financial planning process.
- Directs the work of the Business Office, including monthly oversight of budget to actual reports, review of cash receipts and disbursements and account reconciliations.
- Designs and monitors the school's system of internal controls, including separation of duties and review processes, to prevent, detect and correct incidents of fraud and material misstatements.
- Ensures payroll and benefits are implemented in accordance with applicable law and Diocesan policy, as well as, processed accurately and paid timely.
- Performs year-end review of financial statements, related work-papers and all general ledger accounts, preparing adjusting journal entries, as needed.
- Ensures compliance with Diocesan policies and applicable federal and state laws and regulations, with the assistance of Diocesan staff.
- Coordinates with external auditors in annual audit of financial statements.
- Assures financial statements are prepared in accordance with generally accepted accounting principles and auditing standards.
- Provides leadership in addressing concerns/resolving disagreements as they relate to business matters, including but not limited to tuition matters.
- Creates and implements financial and human resources policies and procedures.



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- Serves as liaison between All Saints Catholic Schools and the Diocese of Saginaw. Works directly with Diocese of Saginaw on operational and financial related matters. Attends diocesan training, updates, and development meetings.
- Oversees federal and non-federal grants programs.
- Serves as All Saints Catholic School's human resource director and Title IX officer.
- Coordinate the calculation and allocation of tuition assistance and scholarship funds to school families in the spring and as needed throughout the year.
- Assist in providing written and verbal communication to families as it pertains to the tuition model.
- Implementation and administration of system tuition policies.
- Prepares financial and personnel reports required by the Michigan Education Office, and other accrediting bodies.
- Generation and updating of a Five-Year Business Plan on an on-going basis.
- Special projects on an as-needed basis.

## Candidate Profile

- Distinct appreciation for the mission, vision, identity, and values of Catholic Education.
- Commitment to supporting and advancing the mission of Catholic Education.
- Solid technical skills in financial reporting, accounting, taxes, grants, treasury operations, human resource management, and strategic planning.
- Demonstrated ability to establish credibility with all constituencies - board members, administration, faculty, staff, and students.
- A strong and confident listener and communicator who brings integrity, a calm presence, builds consensus, and engenders trust.
- Demonstrates the creative ability to develop fiscal and human resource policies, procedures in a complex environment.
- Ability to maintain confidentiality in performance of duties.

## Education and Experience

- Bachelor's degree in business administration or accounting.
- At least three years of experience in finances and accounting preferred.
- Experience with a non-profit organization preferred.
- Experience working with boards and committees required.
- Must be fluent in Microsoft Office or Google Suite.
- Must be familiar with accounting software.
- Strong written and oral skills.
- Ability to interact effectively as a team member and to supervise others.
- Understand and support the operation and mission of Catholic education.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.



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### **Additional Requirements**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to: [sarah.anderson@ascbaycity.org](mailto:sarah.anderson@ascbaycity.org)

### **Sarah Dowling-Anderson**

President of All Saints Catholic School  
Middle School and High School Principal

217 S Monroe St  
Bay City, MI 48708  
989-892-2533  
989-892-7188 (fax)

**Deadline to apply: November 22<sup>nd</sup>, 2024 or until filled**