



VANDEBILT CATHOLIC HIGH SCHOOL

Houma, LA | vanderbiltcatholic.org

Director of Finance

May 2024

Vanderbilt Catholic High School is seeking
a new Director of Finance.

ABOUT THE POSITION

Vandebilt Catholic High School

COMPONENTS OF RESPONSIBILITY

FINANCIAL ACCOUNTING AND REPORTING

- Develop and maintain timely and accurate financial statements and variance reports that are appropriate for the specific users (including the President, Directors, Finance Committee, Board, club advisors and ad hoc committees) and in accordance with generally accepted accounting principles (GAAP).
- Coordinate, analyze, and report the school's financial performance to the President and Board; including projections, forecasts and other special projects as required.
- Develop, implement, and maintain accounting and administrative policies and procedures for financial accounting and reporting, employee relations (hiring/terminating policies) and other corporate policies.
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments, 990 Tax Filing, Sales & Use tax filings and 5500 Retirement Filings.
- Prepare all supporting information for annual audit/review.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.

BOOKKEEPING FUNCTIONS

- Reconcile all bank and investment accounts, including merchant accounts.
- Manage and reconcile school and employee credit card accounts each month.
- Perform monthly accounting related to annual fund and capital campaign donor management and report information to the Director of Advancement; this includes transfer of stock and company matching programs.
- Record all bank deposits in accounting software.
- Record and cut checks to vendors, employees for reimbursement, and athletic officials weekly (or as needed).
- Perform all bookkeeping functions, including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Prepare & collect money cash boxes for all games, concessions, club activities, student senate, and community events and fundraisers.
- Perform periodic reconciliations of all receivables and liabilities and disperse appropriate information to necessary individuals.

PAYROLL AND BENEFITS ADMINISTRATION

- Perform all payroll functions to ensure that employees are paid in a timely and accurate manner – includes employees, coaches, substitutes and special pay for club oversight, admissions testing, etc.
- Coordinate and manage the employee insurance and benefits plans.
- Process and submit statutory and benefits remittances on time – including retirement withholdings, health insurance, dental, vision, short/long term disability, and life insurance.
- Handle all new employee & employee termination payroll and benefit administration.
- Coordinate all workers compensation insurance and claims with the Diocesan Office of Human Resources.
- Coordinate all short term/long term disability insurance and claims, including maternity leave with the Diocesan Office of Human Resources.
- Coordinate wellness, Open Enrollment, and flu shot meetings with the Diocesan Office of Human Resources.

PROJECT MANAGEMENT ACCOUNTING

- Maintain guidelines for budget and forecast preparation and prepare the annual budget in consultation with the President and finance committee, and present to the Board.
- Assist Directors with the preparation of budgets for comprehensive fees and special projects.
- Serve on Tuition Assistance committee.
- Prepare annual employee contracts, including presentation of salary, raises and employee benefits (including bonuses and other special considerations throughout the year).

QUALIFICATIONS

- Strong belief in Catholic education and supports the mission of the school
- Knowledge of (or passion for learning) the Charism of the Brothers of the Sacred Heart
- Bachelor's Degree required
- Well-organized, proficient in administrative duties

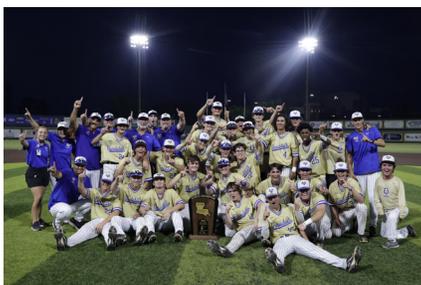
ABOUT THE SCHOOL

Vandebilt Catholic High School

Mission of Vandebilt Catholic High School:

The mission of Vandebilt Catholic High School is to provide students with a holistic education that is rooted in religious values, structured through friendly discipline, nurtured by personal attention, and dedicated to academic excellence.

Because Vandebilt Catholic is a Catholic school, teachers are expected to reflect in their professional life the philosophy of a Catholic school and the Charism of the Brothers of the Sacred Heart.



Vandebilt Catholic High School, founded by the Marianite Sisters of Holy Cross in 1870 and continued by the Brothers of the Sacred Heart, is a diocesan co-educational institution for grades 8-12 in the Diocese of Houma-Thibodaux. It serves to provide students with a holistic education that is rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. It offers a college-preparatory curriculum and stresses a personal spiritual approach to the education of the whole student through diverse academic, athletic, and co-curricular programs.

The incredible advancements that the school has experienced in spirituality, facilities, finance, and academics over the last 5+ years are a direct result of the Terrier Blueprint and the generosity of Vandebilt Catholic benefactors. In addition, after Hurricane Ida, a Master Plan for the school's facilities was created as a long-term vision for future campus development. With charitable contributions from Terrebonne General Health System and K+B Machine, we were fortunate to see some of these plans come to life this past year with the remodel of the Physics lab and STEM lab. With an increased focus on engineering, these spaces now feature 3D printers, drones, as well as a desktop milling machine and laser cutter.

Additionally, plans are underway for a new student union, which we hope will create more of a college or university feel to our campus and allow students to not only enjoy incredible food, but also give our students a space to study and congregate. Through a charitable contribution from the Barker family, the upgraded union will be named the Richard "Dickie" Barker Student Union. In conjunction with this project, Vandebilt Catholic moved forward with the transition to running their own food services, utilizing SYSCO products. The updated menu provides students with a variety of options, including healthy choices and a-la-cart items and snacks. We are also working towards renovating the library into an Academic Excellence Center, which will create another functional space for tutoring, collaborative projects, as well as a beautiful area for students to read and study.

Other plans feature a Digital Media Center, which will allow students to collaborate on projects, including video and music production, both print and digital media, and graphic design work. Families will have access to a brand new Counseling Center and Student Resource Center, which will allow Vandebilt Catholic to serve the diverse needs of our student population. Modern updates to the classrooms and hallways will not only create a more conducive learning environment, but also create a great sense of pride for our students and teachers.

- The class of 2023 was offered a reported \$6 MILLION in scholarships from colleges, universities, and the TOPS program
- 55 National Merit Scholars, 1 Commended Student from the Class of 2023.
- Over three years, VCHS has awarded 58 Sacred Heart Scholar Awards to those students who have earned a 30+ on their ACT.

APPLYING FOR THE POSITION

Vandebilt Catholic High School

- Salary ○ Commensurate with qualifications and experience.
- To apply, please include ○ For consideration, please submit a cover letter, to jgueldner@htdiocese.org.
- Application Deadline ○ Applications are now being accepted until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*



Vandebilt Catholic High School
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