



## **Finance & Human Resource Manager**

Full Time- Exempt

### **Overview**

Saint James is a K-8 Catholic elementary school nestled between Noe Valley and the Mission. Centrally located in the City, St. James lives within two of the most dynamic and vibrant neighborhoods. St. James School serves children of families of diverse cultural ethnic, and socioeconomic backgrounds with all services afforded by the Archdiocese of San Francisco. Empowered by Jesus and His teachings, we accept the responsibility to help develop the gifts and talents of students, parents, and staff alike.

We are currently seeking a dedicated Finance & Human Resources Manager to help with our day to day operations of running the school.

### **Job Summary**

Under the direction of the Principal, the Finance & Human Resource Manager supports the mission of the school through leadership of all aspects of business and financial management, including preparation of financial statements, annual budgeting and long-range financial planning. The Finance & Human Resource Manager, manages the day to day financial operations of the school, including accounts receivable, accounts payable, payroll, and monthly financial close. The Finance & Human Resource Manager ensures that internal controls are strong, and financial policies and systems for all aspects of financial accounting are in place. As well as analyze, prepares and shares timely financial data and makes recommendations to the Principal, and the Development Board, as appropriate.

The **Finance & Human Resources Manager** is responsible for :

### **Finance:**

- Direct responsibility for oversight of day-to-day finance and accounting operations (including general ledger, accounts payable and receivable, yearly 1099 forms, payroll processing, and monthly reconciliations) to ensure timely and accurate financial information.
- Prepare Monthly, Quarterly & Annual reports & budgets
- Manage payroll for 20 employees using online ADP system
- Oversee TADS Tuition Management Database and school collection process
- Generate New contract & contract renewals
- Work with the Principal, the Director of Development to drive the annual budget process and track performance against the budget.
- Provide timely, accurate and high quality financial reporting to management and the board to support policy and operational decisions, and strategic initiatives.
- Collaborate with the Financial team and the Principal to provide Financial Aid for families
- Respond to family issues & inquiries
- Represent St. James occasionally at parent meetings events and in professional meetings as requested by the principal.

## **Human Resources:**

- Creation of employee packets including all new hire packets for Exempt and Non Exempt employees and benefits packets
- Review step increase and prepare yearly salary increases for payroll
- Assist with the performance review process for hourly employees
- Supports recruiting strategies to attract and retain talent for both salaried and hourly positions.
- Manages selection process to include screening, interviewing, assessing candidates, and recommending finalists
- Onboarding new employees
- Maintain up to date personnel files
- Managing employee benefits and retirement including but not limited to ( Health Insurance, HCSO, and FSA)
- Respond to inquiries from staff and management in a timely manner
- Ensuring that all employees are up to date with First Aid and CPR renewals
- Ensuring that documents are received and forwarded to our downtown office in a timely manner
- Comply with all ADSF policies and procedures, including the Code of Ethics, and all relevant labor laws and regulations

## **Skills & Qualifications:**

- **Spanish Speaking is required**
- Knowledge of accounting for non-profits
- Excellent computer skills including Microsoft Excel, Word, PowerPoint, Google Drive
- Prior experience with Quickbooks Online and ADP Workforce Now
- Excellent time management and organizational skills; ability to work effectively to meet deadlines
- Ability to use tact, discretion and maintain confidentiality with sensitive information
- Ability to effectively interact with a diverse community.
- Detail-oriented with exceptional organizational skills and attention to detail
- Able to identify and proactively manage and resolve problems
- Ability to multitask, work independently and exercise good judgment
- Self-motivated with a strong work ethic, dependable and reliable
- Able to build and maintain co-worker, customer & vendor relationships
- Excellent verbal/written communication skills (Fluent in English & Spanish is required)

## **Salary & Benefits**

Job Type: Full Time, Exempt position

Salary: Comprehensive benefits package and competitive salary dependent upon experience.

### **Application Instructions:**

Please forward application materials (resume, cover letter) to:

Jorge Zamora

Finance & Human Resources Manager

321 Fair Oaks St.

San Francisco, CA 94110

[Email](#)