



Director of Business & Operations

Reports to: President of School

Cristo Rey Boston High School is seeking a Director of Business and Operations to provide strategic leadership and oversight for financial operations, facilities management, human resources administration, technology systems, and operational compliance.

Essential Duties

- Supervises the Assistant Business Manager, Human Resources & Payroll Coordinator, Information Technology Manager, and Facilities Operations.
- Prepares and manages the annual operating budget.
- Maintains rolling cash flow projections and provides financial analyses to the President and Board of Trustees.
- Oversees annual audits, financial reporting, internal controls, and insurance coverage.
- Oversees all accounts payable and accounts receivable functions, including vendor payments, tuition receivables, Corporate Work Study receivables, grants, and other school income sources.
- Supervises the preparation and monitoring of tuition invoices, Corporate Work Study invoices, statements, and collection efforts.
- Maintains oversight of all business office accounting transactions and financial records.
- Serves as the school's primary liaison to the Roman Catholic Archdiocese of Boston on employee benefits, workers' compensation, and human resources matters.
- Oversees employee benefits administration and supports employees with complex benefits and leave-related issues.
- Maintains employee policies and the Employee Handbook.
- Oversees reconciliation of development gifts, pledges, and restricted grants with the Development Office.
- Maintains oversight of grant-restricted funds and expenditures and ensures compliance with grant reporting requirements.
- Supervises the tracking and reconciliation of restricted funds, pledges, and grant expenditures, with the expectation that selected responsibilities will transition to the Assistant Business Manager through training and cross-training.
- Develop procedures and cross-training plans to transition selected accounting and billing responsibilities to the Assistant Business Manager as appropriate.
- Develops and documents financial procedures to ensure continuity of operations and cross-training among staff.
- Identifies opportunities to improve business office efficiency through documentation, delegation, and cross-training.

Requirements

- Bachelor's Degree required, MBA preferred
- At least 7 years of experience managing business operations in an organization of at least 30 employees.

About Us

Cristo Rey Boston is the only private, tuition-free, college prep high school in Boston. Rooted in the Jesuit tradition, the school is committed to serving culturally diverse, aspirational students with demonstrated economic need, from across Greater Boston. Offering full academic scholarships to all accepted Cristo Rey Boston students reflects the school's commitment to identifying and removing barriers that exist in the way of students' academic and professional success. In partnership with our supporters, Cristo Rey Boston is making intentional investments in people, organizations, and communities of color, and delivering real change by building a pipeline of diverse, 21st-century talent.

Organization

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 41 Catholic schools serving 13,000 students in twenty-four states. The Cristo Rey Network of high schools delivers a career-focused, college-preparatory education in the Catholic tradition for students with limited economic resources. It uniquely integrates rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

Job Type

Full time.

Salary range

The salary range for this position is \$70,000 – \$90,000. Starting salary is commensurate with experience and qualifications.