CISTERCIAN PREPARATORY SCHOOL

Job Title: Director of Finance
Department: Administration
Location: Irving, Texas
Date Posted: 9/8/26

FLSA status: Exempt
Reports to: Headmaster
Position Type: Full-time
Start Date: Immediately

OVERVIEW

Cistercian Preparatory School (Cistercian) is an independent Catholic preparatory school near Dallas, Texas, educating boys grades 5-12 through an all-honors curriculum. Enrollment is 358 students on average. Cistercian is rooted in the life and spirit of Catholic monasticism. It offers talented and motivated young men challenging programs within a supportive community, allowing them to develop their strengths and face their weaknesses in preparation for college and life beyond, all for the good of the whole person in service to God and neighbor.

SUMMARY

Cistercian has a unique appeal that draws in and keeps exceptional talent for the long term. The new Director of Finance will play a crucial role in maintaining and further elevating our School's outstanding standards, while fully engaging with its close-knit community, collaborative spirit, and mission. Given Cistercian's deep-rooted traditions and long-term vision, the Director of Finance must first take the time to understand and embrace our culture. Reporting directly to the Headmaster, the Director of Finance will work closely with other members of the community and build strong relationships with key stakeholders across the School community, while also realizing this is a "hands-on" working role that requires an ability to roll up one's sleeves to do what is necessary.

RESPONSIBILITIES

- Oversee and manage all Business Office functions including revenue collection, accounts payable, vendor contracts, payroll, accounting and reporting, regulatory reporting and compliance, risk management, financial aid, external audit, human resources and other business administration activities.
- Review the work of direct reports and provide training as needed. Assist with hiring direct reports as needed. The Director of Finance will have three direct reports: the Controller, Accounts Payable Specialist, and the part-time Human Resources Coordinator.
- Ensure that proper financial policies are documented and enforced, detailed records are maintained, and internal controls observed to safeguard assets, protect confidential information, and provide accurate financial reporting. Maintaining a strong internal control environment will require the Director of Finance to review and approve items prepared by the Controller such as journal entries and account reconciliations.
- Maintain the books and records in accordance with Generally Accepted Accounting Principles.
- Perform a thorough review of the financial reports on a monthly, quarterly and annual basis. Investigate significant variances between actual and budget. Alert the Headmaster to any areas of concern. Identify and resolve discrepancies, unusual transactions and/or any observed weakness in internal controls.
- Develop, monitor, and manage the School's annual budgets and monthly, quarterly, and annual financial reporting, ensuring financial resources are allocated efficiently and in alignment with the School's goals.

- Collaborate with and aid the Headmaster and School Board committees in meeting fiduciary responsibilities (conduct quarterly Audit Committee meetings, document quarterly Investment Committee meetings, provide Headmaster with reports for quarterly School Board meetings).
- Oversee the annual insurance policy renewal cycles alongside the Headmaster.
- Supervise, obtain and provide accounting information and documentation to the independent public accounting firm to assure the timely completion of the annual audit on a June 30 fiscal year end.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Participate in developing School strategy by providing recommendations, financial analysis, projections, and other data to inform the process.
- Model high ethical standards and respect for colleagues, alumni, parents, and students in conducting School business.
- Respond to all in a timely manner and communicate in a clear and professional manner to all colleagues, staff and stakeholders.
- Remain current with business management trends in education and participate in educational opportunities such as reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.
- Learn and understand the culture of our community and the wider educational environment to support the School and its leadership.

SPECIFIC SKILLS AND ABILITIES

- Strong knowledge of Generally Accepted Accounting Principles, budgeting, financial reporting, and investment management. Experience with fund accounting in an educational setting is highly beneficial.
- Proficiency in administrative and non-profit financial software systems, Veracross preferred. Strong proficiency with Microsoft Office suite.
- Familiarity with human resources practices and employment laws in educational settings.
- Ability to lead and work collaboratively with the School's leadership, staff, and community.
- Excellent interpersonal and communication (written and verbal) skills.
- Strong organizational and time management abilities.
- Keen analytical competence and a detail-oriented work style.
- Adaptability and creativity in problem-solving.
- High ethical standards and integrity.
- Ability to handle confidential information with discretion.
- Commitment to educational excellence
- Ability to be flexible to the demands of the role as needed.

KEY ATTRIBUTES

The successful candidate will demonstrate:

- **Integrity and discretion** when handling sensitive financial and personal information.
- **Accuracy and attention to detail** in all accounting and reporting activities.
- **Accountability and reliability** in meeting deadlines and maintaining financial controls.
- **Service orientation** when working with families, faculty, staff, vendors, and administrators.
- **Collaboration** across the Business Office, other School departments, and School Board committees.
- **Problem-solving ability** and sound financial judgment.
- **Adaptability** in a dynamic independent school environment.
- **Commitment to the mission and values of the School.**

QUALIFICATIONS AND COMPENSATION

- A BBA in Accounting or MBA in Business Administration with a concentration in Accounting, CPA with audit experience is desired.
- Minimum of 5 years of experience in full-cycle accounting, preferably with a managerial background.
- Must be able to pass a comprehensive background and credit check.
- Compensation commensurate with experience.

SUCCESS IN THE ROLE

Success in this position is demonstrated through the professional supervision and execution of all duties resulting in accurate and timely financial records, reconciled accounts, reliable tuition and gift reporting, well-maintained documentation, effective internal controls, timely audit support, regulatory compliance, and responsive service to the School's families, employees, administrators, and other stakeholders.

Cistercian Preparatory School does not discriminate based on race, color, creed, national, or ethnic origin in the administration of its employment, admission and education policies, financial aid programs, athletic programs, and other activities.

Please direct all inquiries and resumes to Lisa Richard at Cistercian Preparatory School (lrichard@cistercian.org) and visit https://school.cistercian.org for additional information about the School.