Southern Teachers is assisting Rosarian Academy in its search for a Director of Finance. The Director of Finance coordinates the total budget, ensures correct accounting principles are followed, coordinates employee’s benefits, and is responsible for the efficient operation of the Business Office.

The Director meets with the Head of School and Finance Committee to plan the annual budget, collects data, reviews budgets from departments, plans revenue, and submits the annual budget to the Head of School and board for approval. He or she oversees all financial reporting including month-and year-end transactions, submits monthly financial statements to the Head of School and board, gives a report of monies raised in fundraising, and gives an account of monies raised by various department chairpersons and administrators. The Director monitors investments, proofs purchase orders, receives contracts from Admissions Office for processing of student billing, oversees and monitors employee benefits and processing of payroll, and works extensively with annual auditing firm to perform a detailed and thorough audit each year. He or she also prepares all financial reporting to Charitable Trust and serves as a trustee on the Charitable Trust Board.

The ideal candidate will support Rosarian Academy’s mission in propelling students to demonstrate honorable values, embrace community service, reflect learned knowledge, and think critically, creatively, and comprehensively. Experience working in an independent school is a plus.

Rosarian Academy is a coeducational independent school serving students from early childhood through eighth grade. Founded in 1925 by the Adrian Dominican Sisters, Rosarian Academy is a Catholic-faith foundation, welcoming all faiths. Rosarian is rich in tradition, spiritual ethics, and academic excellence and located in beautiful Palm Beach County.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.