



VICE PRESIDENT FINANCE & OPERATIONS

Position Specification

August 2026

Gaudium
Group

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The Gaudium Group is an agile, elite executive search and coaching firm with a proven track record. We deftly apply decades of experience and relationships to deliver a tailored approach.



The Opportunity

St. John Bosco High School seeks to hire a stellar leader for a newly created position -- Vice President of Finance and Operations. Reporting to the President, this executive will help this Catholic school continue to advance and build on its legacy as a premiere educational choice for young men. The school seeks:

- A mission-aligned, relationship driven leader;
- Who leads with a long-term financial strategy; and
- Works closely with others to set and achieve objectives.

The School

St. John Bosco High School is an all-male, 800-student, Catholic college preparatory high school that balances elite academics with historically dominant athletics. Located on a vibrant 36-acre campus in Bellflower, California, this Salesian institution boasts a 96% college acceptance rate. It stands out as a top-tier private school by cultivating the "whole person"—mind, body, heart, and spirit. Young men are accompanied in the spirit of St. Don Bosco with reason, religion, and loving kindness in their formation to be good Christians and honest citizens in the image of Jesus Christ. The school strives for excellence in male formation through providing a home that welcomes, a school that educates the heart and mind, a Church that nurtures faith, and a playground that celebrates life and others. By doing so, it has become a school of choice for young men to prepare for college and live the values of good Christians and honest citizens.

The Role

The Vice President Finance & Operations will lead financial management, accounting, human resources, facilities, tuition management, and business operations. Reporting to the President and serving as a key member of the executive leadership team, this role ensures long-term financial sustainability, regulatory compliance, and operational excellence across the community. As a school overseen by the Archdiocese of Los Angeles (ADLA), the Vice President will ensure that school's financial practices and policies are in alignment and adherence to ADLA policies for Catholic schools. Moreover, this leader will translate the school's strategic plan into operational and financial objectives.

Mission Alignment

Of critical importance is understanding of and commitment to the mission, values, and educational philosophy of Catholic secondary education.



The Executive

Key Responsibilities

Financial Management & Strategy

- Build and lead a top-notch finance organization comprised of a Controller/lead accountant, and other financial functions, leveraging a shared services approach with the ADLA.
- Develop a long-term financial plan to achieve the board of trustee's strategic objectives and to serve as the foundation for on-going financial decisions, with mission as the top priority.
- Conduct and periodically evaluate an annual tuition setting analysis; focusing on cost to educate, market trends, margin analysis, and family financial capacity.
- In collaboration with the President, administer the institutional tuition assistance and financial aid programs, supporting the Financial Aid Committee to balance mission-driven access with net tuition revenue goals.
- Evaluate auxiliary revenue programs (facility rentals, summer camps, online programs, international student programs, student housing, campus store, food services, bingo fund raisers, etc.) to optimize operational yield.
- Oversee tuition collection processes, payment plans, and delinquent account management using school management systems (e.g., FACTS, Blackbaud).
- Oversee the management of the campus store to ensure sales performance, timely access to merchandise, online store, presence at major events, and inventory control.

Human Resource and Risk Management

- Lead with curiosity, vulnerability, and humility.
- In collaboration with the ADLA, oversee human resource administration for employees, including onboarding, benefits administration, retirement plans (403b, pension), and compensation structuring.
- Maintain employee handbook policies in alignment with local, state, and federal labor laws as well as religious employer guidelines.
- Facilitate and manage regulatory compliance implementation for all employees and stakeholders.
- Direct the school's comprehensive risk management and insurance portfolio (property, liability, workers' compensation, cyber liability).
- Establish a mission-driven recruitment process for all faculty and staff.
- Strengthen hiring practices to ensure timely recruitment, cultural fit, and alignment with Catholic values.
- Develop onboarding, mentoring, and professional development systems for business office staff.



Operations (Facilities, Safety, and Contracts)

- Supervise the Director of Facilities and manage campus facilities maintenance, capital improvement projects, security, and cafeteria operations,
- Oversee vendor solicitation, bidding, contract negotiations, and procurement across all operational departments.
- Ensure campus compliance with local building codes, Cal-OSHA standards, and environmental health/safety protocols.
- Supervise the Information Technology (IT) manager and/or network provider and collaborate with the school principal to ensure the IT infrastructure and network support educational, extracurricular and athletic programs.

Education, Experience, and Skills

- **Education:** Bachelor's degree in finance, accounting, business administration, or related field required. Master's degree (MBA/MSA) or CPA designation preferred.
- **Experience:** Minimum of 7–10 years of progressive financial and operational leadership, preferably in non-profit management, independent/faith-based secondary or higher education.
 - Comfort, skill and experience working with a Board of Directors/Trustees, related organizations (ADLA), and external service providers (auditors, legal, accreditation, etc.).
 - Private Catholic Education fundamentals are desirable:
 - Knowledge of school business administration, with reference to educational facility planning, activities related to school/facility utilization, facility renovation, and maintenance of school plant.
 - Familiarity with applicable laws, codes, regulations, policies, and procedures that affect the schools of the ADLA
 - Experience with change management, communication strategy and stakeholder management.
- **Skills:**
 - Proficiency in non-profit accounting principles (GAAP), fund accounting, and financial reporting systems are desirable.
 - Demonstrated track record managing multi-million-dollar operational budgets and cross-functional teams.
 - High level of discretion, integrity, and sound judgment when handling confidential personnel and family financial data information.
 - Excellent relationship-building skills, with the ability to work effectively with others internally and externally; Intrinsic drive to create new systems and continuously improve existing processes.
 - A professional track record of bringing ideas to life through meticulous planning and execution, program development, project management, budget preparation and analysis, team management and relationship building.
 - Proven results in project management, including the development and management of budgets, timelines, and deliverables.



Additional Information

Additional information can be found at the St John Bosco website [SJB](#) and at the ADLA website [ADLA Schools](#).