Catholic, College Preparatory
School for Young Women

April 2018

Director of Finance Position
Mercy High School
Farmington Hills, Michigan

Mercy High School, a Catholic college preparatory school for young women, immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion is seeking a leader rooted in the Catholic faith and charism of the Sisters of Mercy.

Mercy High School was founded by the Sisters of Mercy in 1945 to provide a Catholic education based on holistic learning and academic excellence. Mercy High School nurtures a supportive faith community and prepares young women from throughout the metropolitan Detroit area for their critical roles in contemporary society. Our 670 students engage in rigorous college preparatory courses while simultaneously pursuing extracurricular interests in the performing arts, athletics, the sciences and community affairs. Enriched by students from diverse backgrounds, Mercy fosters spiritual, intellectual, moral physical and cultural development in a Catholic environment.

Mercy is accredited by AdvancED and recognized as an Apple Distinguished School for continuous innovation in learning, teaching and the school environment.

The position is effective July 1, 2018.

Required Skills/Qualifications/Experience

- Commitment to the mission of the school and ability to articulate it to the wider community
- Ability to promote a healthy financial climate through collaborations with administration, staff, committees and board members
- Minimum of Bachelor's Degree in Accounting or Business Administration or related field
- MBA or related advanced degree strongly preferred
- Previous experience in a not for profit organization or school finance is highly desirable
- 5+ years' experience in finance, budgeting, investing, and cash management
- Strong written and oral communication skills including the ability to conduct group presentations
- The ability to work cooperatively to accomplish goals

Salary and benefits are competitive and commensurate with the selected candidate's qualifications and experience.

Interested and qualified candidates should submit a letter of introduction and resume electronically to Dr. Cheryl Delaney Kreger, President at mmwojcik@mhsmi.org by May 1, 2018. References upon request.