



Job Title: Business Manager
Reports to: Principal
Department: Administration
Date: revised 2019-03-25

Position Overview:

Manage and oversee all processes and activities of the Business Office, including but not limited to accounting, financial analysis, budget, payroll, human resources and purchasing.

Primary Duties and Responsibilities:

Accounting:

- Code, match, enter, and resolve any discrepancies daily for all invoices received
- Issue checks and obtain necessary signatures on a weekly basis to ensure payment for all invoices is received by the stated due date
- Maintain organized vendor files documenting all invoices and payments for each vendor
- Obtain a W9 for all new vendors, and review files annually in order to keep up-to-date vendor files
- Reconcile all bank accounts on a monthly basis and send documentation to the Archdiocese PAS department
- Post journal entries as needed including but not limited to bi-weekly payroll, movement of cash, interest income, tuition/fee collection and account corrections
- Properly account for all NSF payments received and spoiled and voided checks
- Reconcile, compile and post bank deposits weekly
- Post FACTS tuition/fee/forms payments twice per week
- Work with Advancement Director to ensure all donations are properly accounted for and utilized for the intended purpose
- Complete journal entries, AP and/or posting into student management database for employee payroll deductions including but not limited to capital campaign contributions, staff children tuition, and catch-up benefits payments
- Post sales tax accrual on a monthly basis and process payment to the state quarterly
- Close each month and year in the accounting system in a timely manner
- Manage chart of accounts to ensure only accounts in use are active
- Review and finalize payment plans for all students in FACTS during the enrollment process

Payroll:

- Manage the ADP payroll system to ensure all employees' information is up-to-date
 - Enter all data for salary changes, terminations, new hires, W4 updates, etc...
- Review and approve timecards for employees in payroll system on behalf of principal
 - Ensure all PTO is accurately accounted for and available to be taken
 - Notify principal as employees approach their PTO limit for the year
 - Collaborate with employees as needed to ensure all employees complete and timecard and the information is accurate

- Verify reported substitutes against sub log and employee time off log and enter for payment
- Manage and enter any stipends due
- Reconcile current payroll against previous payroll to ensure all employees are being paid accurately
- Submit payroll in ADP by the stated deadline bi-weekly
- Troubleshoot and problem-solve issues with payroll system with the software provider
- Process payments for 403(b) contributions and other employee benefits to the benefits provider
- Review and retain reports for each payroll submission, as well as quarterly reporting
- Review W2 previews for accuracy annually and make corrections in ADP as needed

Finance:

- Manage the annual budgeting process
 - Seek and compile input from necessary parties
 - Compare data against previous budget and actuals for modifications
 - Analyze data to identify areas for review
 - Collaborate with the principal, pastor, school board, finance committee, parish business office and other key stakeholders to ensure a balanced budget
 - Ensure budget is completed and approved according to the stated project plan and entered into the accounting software before the start of the fiscal year
- Complete financial reporting monthly and as requested by principal and pastor
- Analyze monthly financial reports and compare against budget to identify areas to watch and areas of opportunity
- Work with board treasurer and attend board meetings quarterly to present financial position to the school board
- Provide information as requested to various groups on actuals vs budget (e.g. student organizations, parent organizations)
- Follow-up and collect on all past-due tuition accounts
- Work with families to arrange alternative payment schedules and manage them in the tuition management system
- Update student enrollment agreement annually
- Research and analyze historical and market rates to assist the pastor and principal in setting new tuition rates annually
- Consult with the parish business office as needed regarding facilities, loans, shared resources, etc...
- Manage the procurement of all credit cards and list of cardholders

Purchasing:

- Develop, implement and oversee purchasing process
- Approve all requisitions are within budget
- Sign purchase orders after all parties have signed according to the purchase order process
- Ensure purchase orders are distributed to requisitioner with any necessary items for completing the purchase (e.g. tax exemption certificate, check out school credit card, etc..) or the order is placed on behalf of requisitioner
- Complete all applications/forms/processes to establish new vendor accounts

Human Resources:

- Attend annual meeting and distribute information to employees about annual open enrollment for benefits
- Pull reports and communicate with employees to ensure all employees complete benefits enrollment by the necessary deadline
- Consult with employees throughout the year to provide guidance on benefits changes
- Process and manage all paperwork for new hires, benefits and other changes, terminations and 3rd party verifications (e.g. verification of employment, benefits verifications, etc...)
- Verify all new employees are approved for hire including but not limited to initiation of background check and confirmation of safe environment compliance
- Review and process substitute applications routinely to maintain a continuous pool of substitutes
- Develop, implement and manage process to track and approve time off
- Provide salary and address information to the principal's administrative assistant to create contracts and letters of employment annually on behalf of the principal

Miscellaneous:

- Manage annual Tuition Assistance process for new and existing families
 - Ensure timeline is distributed in a timely manner once available
 - Consult with families to provide guidance as needed
 - Develop presentation for assistance committee for each round of review - be an advocate for each family and ensure accurate depiction of information to allow for the best use of CtR funds
 - Communicate award amounts to families using the grant management software and track acceptance
 - Enter accepted awards into student database software to apply to invoices
- Manage the creation and process of forms for PayIt (online store/miscellaneous order forms with or without payment)
- Review contracts and agreements (and send to the Archdiocese legal department as indicated) prior to the principal signing to ensure there are no revisions or amendments to be made
- Assist the Before/After Care Coordinator to publish rates annually
- Assist the lunch coordinator to format and publish monthly lunch menu
- Provide guidance to families on pulling year-end tax statements and signing off on dependent care reimbursement forms
- Assist in preparing all reports and documentation for accreditation as requested by the principal
- Attend all administrative team meetings

Supervision Received:

Reports directly to the Principal

Supervision Exercised:

N/A

Qualifications & Skills:

REQUIRED:

Team player

Excellent written and verbal communication skills

Problem solver

Analytical thinker

Strong morals and integrity

3 years of related experience

Education/Certifications

- BS or higher in Business Administration, Business Management, Accounting, Finance, or related field