

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Mary School

POSITION: Business Manager

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time (30hrs)

SUPERVISOR: Principal

JOB SUMMARY: The Business Manager serves as a staff resource in support of the principal, fulfilling school administrative needs in finance, buildings and grounds, and personnel. Has direct responsibility for the administration of personnel policies and procedures, human resource and benefits management, and financial management of the school.

ESSENTIAL FUNCTIONS: Provides financial reporting and full charge bookkeeping services, coordination of staff benefits, coordination of the registration process, assistance with facility management, and other administrative duties as necessary.

Financial Responsibilities:

- Responsible for maintaining an adequate internal control system to safeguard school assets and ensure the efficient stewardship of school resources including an appropriate risk management program.
- Prepares, administers, and reviews the budget process in collaboration with the principal, pastor, the Finance Council, and other committees. Prepares and executes the annual operating budget.
- Serves as liaison between the school and the diocesan finance office in financial matters.
- Analyzes, prepares, and provides all necessary financial reporting to the principal, pastor, and diocese.
- Maintains PARISHSOFT general ledger records and maintains regular account reconciliations.
- Oversees banking relationship.
- Maintains the process of collection accounts receivable and communicates with families as necessary to collect funds.
- Executes the process of creating checks and paying amounts owed and obtains authorized signatures as necessary. Executes the responsibility of cash management for the school.
- Executes the payroll process through ADP in accordance with guidance from the Controller at the Diocesan Finance Department. Must maintain pay rates as set by principal during the hiring and budgeting processes.
- Coordinates and reviews school organization's funds.

Human Resource Responsibilities:

- Dispenses information provided by the diocese regarding benefit programs.
- Maintains the RETA system of benefit billing and eligibility.
- Maintains payroll deductions for benefits in ADP system.
- Prepares forms PT10 and PT1001 for staff signatures as required by the diocese.
- Maintains the RETA billing records and checks for correct amounts at year end and for new hires.
- Maintains payroll files and records for all employees and ensure that the principal has access to files.

Administrative Responsibilities:

- Works with principal and administrative staff to continually augment the process of registration, including modification of all forms as needed and continual improvement of the process of registering students.
- Along with principal annually determines school's tuition rates and analyzes financial aid applications. Notifies families of financial aid decisions.
- Maintains the FACTS system for tuition and extension payments.
- Maintains an annual master list of students and their tuition rates.
- Attends staff meetings and other committee meetings appropriate for this position. Attends diocesan meeting where appropriate for training and development. May serve on search and screen committees.
- Coordinates school liability and property insurance, workers' compensation with diocesan general insurance program.
- Coordinates and prepares school response to liability and legal concerns, in cooperation with the principal and diocesan offices as appropriate.

Facilities Management Responsibilities:

- Helps to coordinate and direct the work of contractors responsible for maintenance, as needed.
- Negotiates contracts with suppliers and construction firms. Coordinates efforts with the principal.
- Solicits and reviews bids and quotes and negotiates contracts in collaboration with the principal.
- Ensures that the school is in compliance with Diocesan policies regarding temporalities.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree, with completion of Fundamental Accounting course. B.A. in Accounting, Finance, or equivalent preferred.

Experience: Three years of experience as either a full charge bookkeeper or as an independent contractor providing bookkeeping services.
Five years of managerial or professional experience in accounting or business financial management preferred.

Skills / Knowledge: Competency with PARISHSOFT or other bookkeeping software, Excel, and Word. Fundamental knowledge of double entry accounting methods on a modified cash basis and general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping. Excellent organizational, writing, computer, and interpersonal skills.

- Must have belief in the school's philosophy, an ability to articulate the philosophy, and a strong understanding that the needs of the students are always preeminent.
- Must be able to communicate to staff and families in a way that anticipates a possible lack of understanding of accounting principles.
- Must realize responsibilities to serve both families and staff who depend on the services of the Business Manager.
- Must have patience and flexibility to fill administrative roles as necessary.
- Must have fidelity, must possess honest character, and must cherish the pursuit of accuracy.
- Must function in a manner consistent with the mission of the Catholic Church, Diocese of Sacramento, and St. Mary School.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE