

**Job Title:** Business Manager – Parish/elementary School

**Department:** Administration/Business Office

**Reports To:** Pastor and Principal

**SUMMARY:** Responsible for all financial activity, accounting and reporting for all programs at (name of parish/school); including but not limited to accounting, budgeting, insurance, tuition accounts, payroll, and taxes.

**DUTIES AND RESPONSIBILITIES:**

Establishes and maintains accounting records and procedures in conformance with generally accepted accounting principles, diocesan and local policy, as well as applicable state and federal law, and implements procedures for expense accounting, and distribution of revenues into proper accounts.

Establishes, monitors and enforces fiscal policies, accounting procedures and internal controls that guide financial decisions to protect the organization's assets.

Monitors the school's finances on an ongoing basis. Develops and maintains monthly cash flow statements to aid in determining cash available.

Prepares and presents monthly financial information to (name of parish/school) Administration, Finance Committee and Education Commission. Presentation would include financial statements comparing budget to actual performance and commentary of analysis/interpretation, as necessary, of the information provided.

In consultation with (name of parish/school) Administration, prepares and manages the annual budget and 5-year school financial projection. Evaluates and advises on the impact of long-range planning, and the introduction of new programs/strategies.

Participates in the development of the organization plans and programs, including the school's financial objectives and capital improvement plans.

Provides financial leadership to the school's Administrative team and other committees/commissions as necessary.

Provides new employees with payroll and benefit information. Processes all new and open enrollment payroll and benefit forms, including the I-9 and W-4, flex spending and 403(b) materials. Files new hire forms as appropriate. Consults with the Diocesan Human Resources department as needed.

Coordinates all aspects of payroll including preparing and processing checks twice monthly, electronically transferring 403b information, child support, tax deposits, timesheet verification, distribution and related audits. Reviews monthly, quarterly and annual filings such as Federal 941, State 941, Illinois Unemployment and W-2's. Prepares Earnings Summary forms.

Arranges coverage of all business aspects of parent registration including scheduling temporary help, training, and forms/contracts requirements.

Analyzes family financial assistance needs and coordinates awards with Administration and area pastors. Maintains records of scholarship/aid descriptions and disbursements. Adjusts tuition receivables for financial aid awards.

Processes accounts payable requests by accepting requisitions from employees, forwarding forms for authorized signatures and generating purchase orders when necessary. Enters invoices, prints checks, processes reports and works with activity account moderators and their respective accounts. Processes year-end vendor 1099's and required federal filing.

Responsible for student tuition billing, receivables and collection using FACTS. Answers parent inquiries and reconciles balances as necessary. Follows up on past-due accounts.

Processes miscellaneous cash receipts.

Reconciles all checking accounts.

Performs other duties as assigned.

**QUALIFICATIONS:**

4 year Accounting Degree required.

Demonstrated organizational and computer skills.

Excellent oral and written communication skills.

Experience with information systems and databases required.

Knowledge of the practices of the Roman Catholic Church.

**EXPECTATIONS:**

Confidentiality on all issues and information.