



*Our Mission: Inspired to Learn, Called to Serve, Prepared to Lead, & Filled with Faith*

**Position Title:** Finance Manager

**Reports to:** ASB Principal

**Position Overview:** Assumption - St. Bridget School, a Catholic parish school, seeks a dedicated and professional Finance Manager to oversee all financial functions of the school, ensuring sound financial stewardship in alignment with our mission. The Finance Manager will be responsible for all accounting, budgeting, financial reporting, and compliance. This role is critical to maintain financial transparency and accuracy, and operational accountability and sustainability of the school. The Finance Manager plays a key role in the operational health of the school, supporting its educational and community objectives.

### **Key Responsibilities:**

#### **Financial Accounting & Reporting:**

- **Accounts Payable, Vendor Management, & Liabilities:**
  - Oversee and process all Accounts Payable transactions, including expense reimbursements and vendor payments across 6+ bank accounts.
  - Ensure proper authorization for expenditures and timely processing of 100+ vendor payments per month.
  - Manage recurring, online payments and employee credit card transactions, ensuring monthly payments are made on time.
  - Process monthly loan payments and manage loan liability.
  - Maintain vendor files and independent contractor payments for tax purposes
  - Manage and reconcile petty cash and ensure proper controls.
  - Post Payroll & Benefits journal entries based on HR Manager's reports each month.
- **Accounts Receivable, Tuition Management, and Assets:**
  - Manage tuition payments, donations, CYO, Parent Board, and SCRIP deposits, ensuring accurate recording and weekly deposits.
  - Deposit all checks and cash, post ACH deposits from multiple sources (FACTS, Blackbaud, Benevity), and work with the Advancement Office to ensure proper donation designation.
  - Monitor tuition payment plans in FACTS Tuition Management, and communicate with families about payment issues, adjustments, or questions.
  - Process incidental billings in FACTS (e.g., Extended Care, extracurriculars)
  - Work with the Enrollment Manager to manage tuition deposits and re-enrollment processes. Verify and update tuition/fee increases during spring re-enrollment and finalize payment plans in FACTS Tuition Management.
  - Oversee financial aid processes, including FULCRUM and ASB tuition assistance. Manage all applications and documentation in FACTS Grant & Aid. Collaborate with the Principal to determine award amounts, prepare award letters, and communicate with families.
  - Manage the school's named Endowment Funds, including processing contributions and quarterly distributions.
- **Accounting & Reconciliations:**
  - Reconcile school bank accounts monthly and prepare necessary journal entries.

- Post monthly Inventory/COGS journal entries and perform quarterly inventory counts to ensure internal controls.
- Prepare monthly financial reports for Parent Board, School Store, and SCRIP Team; provide quarterly year-to-date reports for various departments.
- Monitor and analyze expenditures against budget figures, providing reports to the Principal and Finance Committee Chair before each School Commission meeting.
- Conduct regular reconciliations for Restricted and Endowment Accounts
- Manage unearned revenue, prepaid expenses, and prepare month-end, quarter-end, and year-end journal entries/accounting procedures.
- Maintain organized and relevant records and databases for multiple sectors and accounts.

**Compliance & Financial Management:**

- Ensure compliance with Archdiocese guidelines, local regulatory requirements, and internal controls.
- Prepare and submit 1099 forms, the Archdiocese Annual Report, and various tax filings (City of Seattle Business License and Gambling License renewals).
- Lead the Archdiocese-required HR and Financial Compliance Review every three years.
- Assist with insurance claims and ensure that all outside vendors have the required certificates of insurance.
- Work closely with the HR Manager on general business office responsibilities, collaborate on tasks such as volunteer stipend payments, and be prepared to take on certain payroll tasks when HR Manager is out of office.

**Budgeting & Financial Planning:**

- Assist the Principal and Finance Committee President in preparing the annual school budget, providing financial forecasts, and identifying future financial needs.
- Develop and maintain an interactive budget model used for annual budget approval.
- Provide budget worksheets to department leads and work with the Enrollment Manager and HR Manager to ensure accurate budget assumptions (enrollment, salaries, and benefits).
- Collaborate with Principal, Enrollment Manager, and HR Manager to incorporate accurate and updated data into the budget model.
- Attend monthly School Commission meetings to provide financial updates and support decision-making processes.
- Regularly analyze and monitor actuals against the budget.
- Provide support and communication to school employees, parent volunteers, and external partners.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field (CPA preferred).
- Experience in accounting or finance, preferably in a non-profit or educational setting.
- Strong knowledge of accounting principles, including expense tracking, deposit management, budgeting, financial reporting, bookkeeping, and reconciliations.
- Proficiency in QuickBooks accounting software, Microsoft Excel, and Google Office (Gmail, Sheets, Docs, Drive, etc.)
- Exceptional organizational skills, with the ability to manage multiple priorities and tasks, and meet deadlines.
- Strong communication skills, both written and verbal, with the ability to translate complex financial data for non-financial stakeholders, and the ability to manage communications with multiple community members and external partners every day.
- Excellent attention to detail and accuracy, with a commitment to ensuring precision in financial records.

## **Compensation, Benefits, & Other Info:**

The starting compensation range for this role is \$30 - \$35 per hour. Total annual pay is based on full-time employment (40 hours per week / 2080 hours per year).

Any offered compensation is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.

Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and sick leave, vacation and holidays.

This role is full-time, in-person. Occasional remote work is negotiable based upon managerial approval and job performance. This role will begin as a training position, training under the current Finance Manager for 1 school year.

August 2026 preferred start date.