

Aquinas Catholic Schools Business Manager **oversees the financial and operational aspects of the school.** This role involves budgeting, financial reporting, human resources, and facilities management, while also collaborating with various stakeholders like the Chief Administrative Office (CAO), principals, Board of Advisors, Finance Council, Development office, benefactors, and parents.

Here's a more detailed breakdown:

Key Responsibilities:

• **Financial Management:**

- Assist with developing the school's operating budget.
- Managing the school's operating budget.
- Processing accounts payable and receivable.
- Preparing monthly financial statements and presenting to the BOA
- Monthly reconciling accounts and closing the fiscal year.
- Prepares end of year reports and budgets for Diocese
- Managing and reporting on tuition collection and payments.
- Overseeing payroll and employee benefits.
- Manages sick, personal and vacation time for employees.
- Performs budget analysis and keeps the CAO, Finance and BOA informed of budget trends.
- Collaborating with the CAO and finance council on financial matters
- Maintain with CAO a financial plan for future Building and other capital needs.

• **Human Resources:**

- Administering employee benefit programs.
- Ensuring compliance with labor laws and school policies.

• **General Operations:**

- Managing vendor agreements and contracts.
- Supporting the school's fundraising efforts and financial records.

• **Catholic Identity:**

- Upholding the philosophy of Catholic education and the school's mission
- Adhering to the policies and procedures of the school and Diocese
- Maintaining confidentiality regarding school matters.
- Supporting good stewardship principles

• **Other Responsibilities:**

- Processing paperwork for new employees.
- Facilitating the financial aid process.
- Serving as a resource to various school committees.
- Participating in audits and other financial reviews.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is typically required.
- Minimum of 5 years of experience in financial or business management, preferably in a nonprofit or educational setting.
- Strong communication, leadership, and organizational skills.
- Proficiency in financial software and accounting principles.
- A strong understanding of Catholic education and the Catholic Church is preferred.