



JOB DESCRIPTION – SCHOOL BUSINESS MANAGER

I. IDENTIFYING INFORMATION

Position Title: School Business Manager

Status: Full-time; non-Exempt, 12 month

Reports to: Director of Administration

II. PRIMARY FUNCTION OF THIS POSITION

The School Business Manager provides business direction and day to day fiscal and operational services for our parish schools.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

Financial Liaison to Schools

- Goes to each school once per week (currently Thursdays) to pick up any cash, checks and invoices. Drops off return financial information.
- Checks in with the school to review any new financial topics

Manages the Tuition for Schools

- Assists each school in preparation of school registration and tuition paperwork (ie tuition agreement).
- Receives and tracks registration fees
- Documents and tracks tuition per student
- Learn and manage tuition management system. For some schools, that is FACTS
- Record all tuition and fee payments as received
- Manages tuition for St Al's preschool
- Manages fees for After Care any all schools

Manages the Financial portion of EdChoice

- Works with each school, tracking the EdChoice registration process
- Processes, tracks and manages EdChoice checks received

Assures accurate Accounts Receivable

- Prepares bank deposits and records receipts. Take deposits to the bank
- Assists Parish Donation Counting Lead on Mondays
 - Collect money from safe at 5 parishes
 - prepare for counting teams to sort and count the Sunday collection.

Maintains accurate Accounts Payable

- Prepares vouchers including coding of outstanding invoices
- Process invoices for payment including appropriate signatures
- Monitor for past due invoices.
- Track all credit card purchases, matching receipts with the statement. Remind staff if missing any receipts.

Provides bookkeeping for schools

- Liaison to PTO and other groups at each school
- Other duties as assigned by the Director of Administration
- Assures accurate maintenance of all financial files and records

Manage the administrative responsibilities of the National School Lunch Program

- Maintain appropriate training
- Process Applications periodically as required
- Manages and approves expenses

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Should have supervisory experience
- Must have good organizational skills
- Must have good record-keeping skills
- Must have computer skills necessary to manage parish system
- Must have good facilitation skills
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality
- Must have ability to prioritize and to be flexible

B. EDUCATION, TRAINING AND/OR EXPERIENCE

College degree desired and/or five to ten (5-10) years business experience

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Maintains timely and accurate operations based on the schedule provided.

VI. WORKING ENVIRONMENT

This position generally is a Monday through Friday business hours position. Some evenings and/or weekend work is possible.

Employees of The Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Family of the Most Holy Eucharist. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date