

Saint Theresa Catholic School

Business Manager

Introduction

Saint Theresa Catholic School seeks a Full-Time Business Manager to support the needs of the Principal, and to assist in the efficient operation of the school. STCS is a Classical educational institution in the Archdiocese of Galveston-Houston serving Pre-Kindergarten to 8th Grade students. STCS is a 2020 National Blue-Ribbon School and a member school of the *Institute for Catholic Liberal Education*. STCS has also been named by the Cardinal Newman Society an *Honor Roll School* and is recognized as an official *Theology of the Body* campus. Saint Theresa Catholic School is fully committed to furnishing students with an education that combines the wisdom of the classics with a firm foundation in faith and morals. Located in Sugar Land, Texas, Saint Theresa Catholic School's rigorous liberal arts curriculum includes daily instruction in Latin starting in Kindergarten; classes in traditional liturgical chorus three days a week; and lessons in Art and Art History twice a week. In keeping with our mission, we "strive to form students who have a genuine love of God and the Church and who are prudent, compassionate, kind, courageous, and generous in their service of one another and to others."

Position Summary

The Business Manager oversees all financial transactions and fiscal processes, administers all accounting protocols, and completes all fiduciary reporting processes. He or she not only executes the functions associated with the financial wellbeing of the School, but also continually reviews processes and procedures for ongoing enhancement, streamlining, security, and accuracy. The Business Manager provides regular monitoring and real-time processing of tuition revenue, expenses, funds raised, and financial planning protocols. As necessary, this individual also provides students, faculty, and administration with updates on financial goals or projected spending. The Business Manager also acts as the Human Resource manager for the school and is responsible for maintaining all employee records as well as processing payroll and maintaining payroll records. The Business Manager must be a people person and display a positive attitude in working with all campus visitors, staff, students, and parents. The Business Manager reports to the Principal.

Personal Characteristics

The Business Manager must be responsive to all constituents and be able to work independently. He or she must be knowledgeable with respect to current business technology, accounting procedures, banking regulations, and Archdiocesan best practices. The incumbent must have strong verbal and written communication skills and excel at interacting with students, parents, faculty, administrators, and staff.

In addition to the personal characteristics already described, the incumbent should support, embrace, and instill the habit of excellence and virtue to foster the vision of Saint Theresa Catholic School as an educational institution that finds glory in the true, the beautiful, and the good. The incumbent should consistently demonstrate the skills, attitudes, and stable disposition of character to support the richness of our Catholic and Classical identity while fostering the development of mind, body, and spirit in our students, our faculty and staff, and the greater community.

Qualifications

The ideal candidate will have at least an Associate's degree in accounting or finance or the equivalent in accounting experience; and the demonstrated ability to develop and maintain working relationships with faculty, students, families, and staff campus wide; excellent verbal and written skills; a thorough understanding of office technologies; and the proven ability to deliver high-quality work while performing multiple tasks simultaneously. The Business Manager must be a person of unquestioned integrity, must be well organized and detail-oriented, and must be firmly committed to maintaining the confidentiality of academic and financial records. Candidates who have experience working with *Parish Soft, ADP, FACTS Management*, and Microsoft Office are preferred. The incumbent is required to be willing and able to actively promote the mission and ideals of Saint Theresa Catholic School.

Overall Objectives

Primary responsibilities include the management of all accounting, expense, and revenue systems; overseeing all banking procedures; and assisting the Principal, Pastor, and Advisory School Council in the preparation of annual budget projections. The Business Manager manages all fiscal processes to ensure the healthy and vibrant operations of the School and all Human Resource duties.

Direct Reports:

Secretary

Specific Accountabilities

Duties include but are not limited to the following:

Responsibilities for Accounting and Financial Statements

- Reconcile bank accounts.
- Analysis of monthly transaction and post adjusting journal entries.
- Prepare monthly Statement of Financial Position, Statement of Activities, Cash Flow Statement, and miscellaneous account analysis.

- Communicate with various Advisory Council members regarding financial statements.
- Reconcile DSL accounts with financial statements.
- Reconcile Endowment accounts with financial statements.
- Prepare yearly budget analysis and assist with preparation of budget.

Responsibilities for Payroll

- Maintain all employee payroll files.
- Submit bi-weekly hours to *ADP* and process payroll.
- Record and submit all employee changes to *ADP* and to Archdiocese.
- Submit payments for all employee savings plans and other deductions to appropriate vendor.

Responsibilities for Tax Reporting

- Prepare and submit all yearly sales tax returns.
- Verify all quarterly and annual payroll reports and taxes have been submitted.
- Distribute employee W-2.
- Generate donation letters for tax purposes at year end.
- Process Form 1099 at year end.

Responsibilities for Purchasing and Receipts

- Track inventory of all school spirit wear, PE uniforms, house uniforms, etc. and prepare orders for upcoming school year.
- Prepare and maintain an inventory of all classroom and school furniture and prepare order for upcoming school year.
- Ensure accuracy of all invoices received compared to purchase order and packing slips.
- Prepare check payments for approved invoices.
- Maintain all W-9 files for vendors.
- Scan check deposits.
- Record all cash, check and credit card receipts into *Parish Soft*.
- Verify all receipts have been deposited into checking account and *Parish Soft*.
- Reconcile tuition with *FACTS Management* reports and record into *Parish Soft*.
- Work with the Principal to determine tuition assistance for the upcoming school year.
- Work with vendors regarding contracts for leases on office equipment.

Responsibilities for Human Resources

- Maintain all employee personnel files and ensure all files are current with required paperwork.
- Prepare yearly contracts and letters of employment.
- Submit required forms for all employees to Archdiocese.
- Prepare and assist employees with annual benefits enrollment process.
- Submit request for Background Checks on all new employees.
- Training faculty on benefits, *ADP* and administrative policies and procedures.
- Track and record faculty attendance.

Additional Duties

Performs other related tasks as assigned by the Principal.

Disclaimer:

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

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Employee Signature

Date