

## **Our Lady of Mercy School Business Manager**

Our Lady of Mercy School is seeking a joyful and faithful individual to serve as Business Manager. This position is a full time, 12-month position. Our Lady of Mercy is a 3Y - 8<sup>th</sup> Grade Catholic School in the Mid-City area of Baton Rouge. We have been providing a safe, loving and faithful environment to educate children of our parish for over 65 years. Our employees describe us as a family focused institution that provides a joyful positive workplace. This is a great opportunity for someone who could benefit from a work calendar that is very similar to their children's school calendar. Interested candidates should email resume' and cover letter to cporche@olomschool.org

### **NATURE AND SCOPE OF POSITION**

The School Business Manager (SBM), a direct report to the school principal and parish finance director, is responsible for administering the school finances and human resources and works in partnership with various stakeholders and departments. The SBM processes accounts receivable, accounts payable, and payroll, performs bank reconciliations, generates month-end and year-end financial reports including Diocesan reporting, and administers human resources in connection with the Diocese for school employees. This role is integral in developing and monitoring the annual budget, maintaining the accounting systems and overseeing the tuition contracts for families. Additionally, the SBM provides assistance in office administration and other areas as needed to further the mission of Our Lady of Mercy Catholic School.

### **PRIMARY QUALIFICATIONS**

Education: Bachelor's degree in accounting or related field is required. Master's degree or CPA preferred.

Work Experience:

- Minimum 5 years of experience in public accounting, non-profit or school office is required.
- Experience using Blackbaud or similar school management and accounting systems is preferred.

Special Skills:

- Proven knowledge of accounting principles, practices, standards, laws, and regulations.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Capable of using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Must have strong attention to detail and ability to work independently, accurately, and quickly.
- Must be computer literate with the capability of performing at an intermediate or advanced level with Microsoft Office Suite of products or similar software applications, including accounting systems.
- Must be highly organized and capable of performing multi-tasking in a fast-paced environment.

Essential Job Functions:

- Compiles financial reports and budgets.
  - Prepare and issue timely and complete financial statements and reports to the parish finance director and school finance council monthly
  - Prepare the annual budget and the Diocesan Annual Report
  - Calculate variances from the budget and report significant issues to the parish finance director and school finance council monthly
  - Provide financial analysis and cash flow projections as appropriate

- Prepare and submits annual Required Service Report to Diocese
  
- Tuition rate determination
  - Collaborate with the principal, parish finance director, and school finance council on determination of tuition rates of families
  - Monitors and records electronic collection of tuition and fees
  - Works with families on past due tuition and fees
  - Creates and processes annual tuition contracts
  - Coordinates tuition assistance with Church office
  
- Prepares payroll and maintains associated records.
  - Maintains payroll records for all School employees
  - Reports and compiles W-2 information to employees and government entities via APS payroll system
  - Prepares new employee payroll and benefits packages
  - Processes payroll twice per month via direct deposit for employees
  - Monitors sick and vacation leave for employees
  
- Transactions
  - Ensure that accounts payable are paid in a timely manner
  - Ensure that accounts receivable are collected promptly
  - Process payroll in a timely manner
  - Ensure that monthly bank reconciliations are completed
  - Ensure that required debt payments are made on a timely basis
  - Maintain the chart of accounts
  - Maintain an orderly accounting filing system
  - Maintain a system of controls over accounting transactions
  
- Coordinates benefits and financial communication for OLOM and its employees with Diocese of Baton Rouge.
  - Attends meetings concerning new policies and procedures and implements them on the school level
  - Holds annual open enrollment for health and additional insurances
  
- Facilitates extracurricular financial operations.
  - Scans documents weekly for Athletic Council treasurer
  - Facilitates disbursement of funds for Athletic Council treasurer
  - Facilitates all other OLOM School account treasurers in depositing and maintaining school accounts
  
- Performs other duties consistent with the nature of the position or that may be requested by the OLOM administration, including, but not limited to, assisting main office staff.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Computers are regularly used to perform responsibilities. Specific vision abilities required by the job include close vision and the ability to focus.

**Work Environment:** Work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations. The work environment is considered to be that of a typical business/office operation. The noise level in the work environment is usually moderate.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job. The below competencies include but are not limited to:

- **Attention to Detail:** Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently. Provides accurate, consistent numbers on all paperwork. Carefully monitors the details and quality of own and others' work.
- **Business Acumen:** Knows how businesses work; knowledgeable in current and possible future policies, practices, trends and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.
- **Financial Management:** Understands the processes by which financial resources are identified, obtained, allocated, managed and accounted for. Makes sound financial decisions after having analyzed their impact on the organization and operations within the scope of fiscal responsibilities. Monitors the use of organization financial resources and budgets by employees, suppliers, partners or others. Knows the internal and external factors that impact financial resource availability. Ensures compliance with legislation, policies and practices applicable to the appropriate and effective use of financial resources.
- **Integrity:** Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.
- **Interpersonal Skills:** Treats individuals from all levels of the organization with courtesy and sensitivity. Meets with staff and listens to their perspective on organizational policies and procedures. Builds relationships and manages expectations of committee members. Cultivates strong relationships with community stakeholders.
- **Monitoring and Controlling Resources:** Identify and seek internal and external resources that can be useful to the organization; anticipate future resource needs and monitor availability; and consistently seek to perform work in a cost-efficient manner.