

Trinity High School Business Manager

Responsibilities:

The Business Manager provides leadership and support for the strategic and operational initiatives of Trinity High School, particularly as they relate to finance, operations, facilities and school vitality. The Manager works in unification with Trinity's administration in the execution of daily duties and strategic initiatives, assisting in the formation of its goals and the management of projects to fulfill the missions and growth plans.

Essential Duties and Responsibilities:

- Manage the bookkeeping services relationship and activities (including payroll) with designated support and/or contracted party
- Interpret the budget and other matters of school business operations to management, governance and the public as necessary
- Supervise the benefits and insurance programs
- Direct the tuition management program with consistent application and communication/implementation of decisions to school families
- Assist in the audit/review process and address any deficiencies
- Prepare and monitor the annual operating budget and quarter reporting, as well as long-range financial planning
- Develop, execute and supervise all facets of the business operation of the school
- Work with the multiple stakeholders and professional advisors/consultants in facility organization and maintenance, contracting and growth plan management
- Interact with and inform the Diocesan management where appropriate on all associated business activities, plans and policies
- Recruit and manage personnel for positions in the area of school financial management functions and facilities oversight
- Manage appropriate plans for safety and security, technology developments and overall compliance with the applicable codes and regulations
- Advise the Principal and the Advisory Board on the status of legal matters involving business and financial services
- Review contracts and negotiate with third party vendors

Other related duties as assigned by the Principal

Education, Experience and Skills Required:

- Bachelor's degree in business, finance, accounting, non-profit management or related field
- Passionate about and committed to the mission of Trinity High School and the pursuit of its growth and success
- Minimum 5 - 7 years of leadership in management/administration in a business, education or non-profit setting
- Capacity to manage multiple responsibilities and activities simultaneously
- Proficiency in accounting style software
- Ability to form and maintain positive relationships with all customers

- Demonstrated effective organizational and time management skills
- It is required that all candidates value and respect the teachings and practices of the Catholic Church. The ideal candidate will be a practicing Catholic in good standing in his/her parish

Environment:

- Office environment - clean, well-lit, environmentally comfortable, no fumes or airborne particles
- Minimal exposure to chemicals related to copier equipment and general office solvents
- Minimal requirement to reach at or above shoulder level: occasional reaching below shoulder level is required
- Frequent grasping and manipulation of equipment and controls
- Ability to work a flexible schedule
- Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary
- Mobility includes regular sitting, some standing and walking, and stair climbing