

Bishop Brady High School
Business Manager
Full-time, Non-exempt

The Business Manager assists the principal in the day-to-day management of school finances and ensures timely and accurate financial reporting, implementation of internal financial controls and administration of school finances in compliance with Church law, civil law, and diocesan policies.

Duties and Responsibilities:

- Prepares payroll
- Informs, updates and manages the school benefit plans for employees
- Manages accounts payable assisted by the office administrative assistant
- Implements student billing transactions
- Oversees purchasing of equipment and supplies
- Maintains all insurance records and rental contracts
- Reconciles general ledger
- Tracks capital equipment and depreciations
- Tracks loan payments and banking records
- Updates Diocesan Reports
- Completes quarterly financial reports
- Prepares and implements the budget with the Principal and Finance Committee
- Communicates with Curriculum Facilitators regarding department purchasing
- Tracks fundraising revenue and records all money coming into the school from events, departments, clubs, etc
- Supervises and manages the annual audit or audit review interfacing with third party vendor
- Makes adjusting entries based on auditors reports
- Acquires and processes data for financial aid with the administrative assistant
- Tracks and acknowledges donations and sponsorships in Little Green Light database
- Tracks and posts annual fund donations from Give Campus donor software
- Monitors past due accounts and updates aging report
- Maintains personnel records
- Monitors inventory of equipment received through the federal EANS grant
- Other duties as may be assigned

Internal Committees:

- Member of Financial Aid Committee
- Member of Building Leadership Team

Education, Experience and Skills:

- Bachelor's degree in business, finance, accounting
- Commitment to the mission of Catholic schools
- Minimum of five years of experience in business administration and/or accounting
- Proficiency with Word, Excel, and accounting software programs
- Effective organization and time management skills
- Ability to maintain confidentiality with regard to personnel and family records

Send letter of interest and resume to Andrea Elliot at aelliot@bishopbrady.edu