



Overview

St. Joseph School, Seattle's Jesuit parish grade school, seeks a dynamic and engaged business manager to help the school fulfill its mission. This position has direct oversight of the school's finance office and supervises a small staff. The business manager works closely with the head of school and the finance committee to ensure the school's financial wellbeing. A full job description may be found below.

Compensation

St. Joseph School offers a very competitive compensation package that includes tuition remission for children of staff members, generous support for advanced degrees/professional development, and a retirement program.

To apply

Please send a letter of interest and CV/resume to [Leslie Bartlett](#), executive assistant to the head of school. Any specific questions about the position may also be directed to Leslie Bartlett.

For more information about St. Joseph School, please visit [our website](#).

Position: Business Manager

Reports to: Head of School

Qualifications: Educational/training: CPA and/or MBA preferred. Requires a thorough understanding of non-profit fund accounting and experience with or ability to quickly learn Senior Systems, Quickbooks, FACTS tuition management, Veracross student information system, SSS financial aid, and UltiPro payroll processing. Requires excellent organizational, written communication and problem-solving skills. Requires respect of and comfort with a Catholic institutional culture and a clear perspective on the mission and functioning of a parish K-8 school.

Responsibilities:

- Prepare all school monthly, year-to-date and annual financial accounting reports. Report regularly to the school finance committee on the financial health of the school. Prepare school portion of annual report to Archdiocese.
- With input from the Head of School and finance committee, develop and present annual school budget for adoption by school finance committee and school commission. Monitor and report during year to school finance committee.
- Prepare special cost studies, analytical reports and projected future costs as requested by the principal and/or school finance committee.
- Maintain data reports and records for school financial and operational history.
- Oversee all Human Resources activities for the school in compliance with Archdiocesan policy.



- Oversee the preparation of monthly payroll using UltiPro. Review UltiPro reports, distribute payroll to staff, post salary and benefit expense to general ledger. Maintain general ledger program in Senior Systems.
- Using FACTS software, build enrollment contracts, charge monthly/annual tuition and other student charges and late fees, prepare, review edit as necessary; generate and send statements to school families.
- Coordinate and monitor fiscal details for capital campaigns. Prepare reports of campaign progress and provide regularly to school finance committee.
- Administer the school's financial aid program. Review all materials submitted by the family and produced by School and Student Services (SSS) by NAIS. In collaboration with Head of School, determine all financial aid awards and report to Admissions for inclusion in student/family contracts.
- Invest available surplus cash at Archdiocese PRF or, with permission from the pastor, in the St. Joseph Endowment Fund.
- Provide accounting service for the St. Joseph Endowment Fund.
- Ensure maintenance of effective internal controls to safeguard assets and assure reliability of financial information from the business office.
- Attend school finance committee meetings.
- Perform other appropriate duties as assigned by the Head of School.

DISCLAIMER: This describes the business manager's position in general; it is not intended to be an exhaustive list of all responsibilities and duties.