

**John Carroll Catholic High School
Diocese of Birmingham in Alabama**

Business Manager
Job Description
March 15, 2024

Full-time | Exempt | Professional

The Business Manager is a motivated, experienced professional able to direct the business operations of John Carroll. This position reports to the President. An ideal candidate for Business Manager will have 4 or more years of experience in accounting, financial administration, human resources and/or operations. In addition, this candidate will have a bachelor's degree, master's degree preferred, with a strong finance or accounting background. The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and have experience as a supervisor of personnel. Experience in a school setting is preferable but not required.

JOB SUMMARY:

The Business Manager is responsible for:

- Managing the day-to-day business operations of John Carroll Catholic High School.
- Overseeing and managing student tuition, financial aid, and other student revenue sources.
- Administering various human resource functions, including payroll, insurance, benefits, and retirement plan relationships.
- Interfacing with Diocesan Finance Department and Human Resources.

Budget & Financial Administration

The Business Manager will:

- Serve as point of contact to school's primary financial/banking relationships.
- Organize and execute accounts payable.
- Execute all internal financial controls and policies, including oversight of procurement, credit cards, travel and more.
- Document and reconcile gifts in association with Alumni and Advancement.
- Process invoices, requisitions, and reimbursements for all employees.
- Generate financial reporting for all stakeholders including Booster Clubs.
- Support the work of the Alumni and Advancement Office especially related to

DonorPerfect database.

- Ensure compliance with Diocesan Financial and Human Resources policies and procedures.

Tuition & Student Revenue

- Oversee the school's financial aid and tuition collection program, including establishment of tuition agreements with families, and invoicing families late with tuition payments.
- Oversee reporting and management of school choice programs administered by State of Alabama or its designees.

Personnel & Payroll

The Business Manager will oversee and ensure compliance regarding:

- Completion of all appropriate forms for new employees, para-professionals, and volunteers.
- Communication of employee benefits and changes to benefits to employees on a timely basis.
- Maintenance of documentation.
- Oversight of employee benefit records, provide employee payroll data to benefits vendors, and assist in the audit of associated programs.
- Organizing and reporting vacation, sick and personal days for all employees.

Qualifications

- Bachelor's degree with at least 4 years experience directly related to the duties and responsibilities specified; Master's degree preferred.
- Experience with QuickBooks, DonorPerfect, and FACTS Tuition Management Systems preferred.
- Commitment to the mission and values of John Carroll Catholic High School.
- Strong leadership skills and desire to be part of a collaborative, mission-driven team.
- Committed to understanding and embracing the cultural backgrounds of students and families.
- Possess both excellent written and oral communication skills.
- Supervisory experience preferred.
- Experience in a school setting is preferable but not required.