St. Albert Catholic Schools

Department: Business Office Position: Director of Business

Reports to: Executive Director FLSA: Exempt

Position Purpose:

To perform all functions necessary for the thorough and appropriate management and maintenance of the financial records of the school and Foundation, including accounts payable, accounts receivable and general ledger. To manage and facilitate all human resources functions (payroll, benefits, recruitment, hiring, employee relations, etc).

Primary Responsibilities:

* Supervise and evaluate business office staff, including management of SCRIP and school store
* Supervise the food services director, cooks, and maintenance director and janitors
* Prepare and submit any/all appropriate financial documents and reports
* Communicate with all appropriate personnel regarding financial and employee issues
* Maintain all financial records, to include annual audit preparation and asset depreciation
* Oversee a process for the thorough collection of accounts and payment of bills
* Handle human resource functions
* Process financial aid documents and make appropriate recommendations
* Prepare the annual school budget in concert with the Executive Director and manage the budget through an established program of control
* Coordinate the tuition/fee collection program to maximize income for the school
* Work with the Director of Maintenance on facility maintenance requests and up-to-date inventory of school property and equipment
* Provide other decision-makers with the financial and statistical data necessary for the educational program and planning. Assist in developing short and long-range goals for budgeting and capital replacement purposes
* Coordinate the purchase of goods and services according to established policy and procedure.
* Serve as plan administrator for all risk management services and employee benefit programs
* Serve as a member of the Finance Committee
* Actively participate in workshops and Diocesan business forums to continue professional growth

Hiring/Education Requirements:

* Bachelor’s degree in accounting or business administration with 5+ years of relevant experience. CPA preferred
* Minimum of two years working in a supervisory capacity
* Knowledge of computer functions and applications necessary to performance of the job
* Excellent verbal and written skills
* Strong organizational skills
* Ability to work with a wide range of individuals
* Ability to successfully facilitate meetings
* Ability to tolerate peak workloads and multiple assignments. Produces results with accuracy and reliability. Ability to initiate action and work independently on most tasks.