



Date Posted: 10/12/2023

Send resume to: Name: Johanna Richards, Principal  
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Address: 1055 N. Military Rd Niagara Falls, NY  
14304

Type of Employment: Part-Time, 12 hours/week

Job Title of Open Position: Elementary School Business Manager

Salary: \$17 - \$20 per hour depending on experience

Employer: Catholic Academy of Niagara Falls Department: Education

Location Address: 1055 N. Military Rd Niagara Falls, NY 14304

Employer website: [www.catholicacademyofniagarafalls.com](http://www.catholicacademyofniagarafalls.com)

### **Brief Job Description**

The primary functions are to oversee the accounting operations of the school and will also act as the Business Manager and Human Resource Officer.

### **Essential Duties & Responsibilities**

- Reports to and works with the school Principal and School Chaplain
- Oversees the financial bookkeeping system including accounts payable, receivable and cash receipts
- Prepares financial statements
- Along with the Finance Committee, assists in creating/reviewing the annual budget, reconciles against budget reports
- Prepares balance sheet, profit and loss statements, monthly closing reports and other reports to summarize financial positions
- Maintains records according to GAAP (generally accepted accounting principles)
- Prepares bi-weekly payroll
- Reconciles all bank accounts and investment accounts monthly, resolves accounting discrepancies
- Prepares employment papers for new employees and maintain employee files

### **Qualifications: Required Education/Experience**

- Bachelors in Accounting
- Experience in bookkeeping

### **Desired Skills**

- Familiar with Google: G - Suite
- Team player, respectful, adaptable
- Knowledge of the Catholic Faith

E.O.E.