



Date Posted: 3/3/2023

Send resume to: Name: Pamela Giannantonio
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Type of Employment: Summer: Part-Time If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Business Manager

Salary: Commensurate based on experience Salary will be: hourly other

Employer: St. Andrew's Department _____

Location Address: Kenmore

Employer website: www.standrewscds.net

Brief Job Description

- This position will manage daily operations and be responsible for the financial, physical and human resources for the parish and school.
- Support the School Administration on operational matters, budgeting, financial activities including tuition, fundraising, and enrollment.
- Prepare and administer the annual budgets and other financial needs in collaboration with the Pastor, School Principal and Finance Council.
- Maintain accurate financial reports and files, maximizing cash management resources; analyze business performance against budget and goals.
- Work with the maintenance team to oversee the general maintenance and repair of all parish facilities. Establish preventative maintenance programs with the maintenance team. Solicit and review maintenance agreements, bids and quotes and make recommendations to the Pastor and Finance Council.
- Oversee the effective use of communications and information technology
- Oversee payroll entries

Qualifications: Required Education/Experience

- Financial leadership experience, preferably in a non-profit organization
- Strong finance and accounting background
- Ability to establish and focus on critical key priorities in an environment with frequent interruptions.
- Bachelor's degree-preferred

Desired Skills

- Knowledge of accounting principles and practices
- proficient with Microsoft Word, Excel and the ability to use financial reporting programs
- Must be able to set priorities and to organize work effectively
- Sound financial management is a critical component of this position
- Communication skills are necessary to include oral presentations and business writing, the ability to compose correspondence and reports
- Maintain a good working relationship with employees

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **XX/XX/XXXX**