

Business Manager

Full-time, benefits eligible. Catholic preferred. Open until filled.

St. Agatha Catholic School and Parish is seeking a dynamic professional for the full time position of Business Manager. The Business Manager assists the Principal and Pastor in the prudent stewardship of the school and parish's personnel, financial and capital resources. Handles all accounting procedures for parish and school in addition to human resources support and managing facilities contracts. This position is part of the core management team that supports the Principal and Pastor and ensures that the pastoral and administrative needs of the School and Parish are met.

Candidates should have strong verbal and written communication skills, technology expertise and experience with QuickBooks and Excel, ability to organize and prioritize workload, maintain matters of confidentiality, and an eager willingness to collaborate with parents and staff. Candidates holding a B.A. degree specializing in Accounting or Business Administration is preferred, along with 5 years financial, accounting, office management, human resources and facilities management experience. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Prefer some experience working with nonprofit or religious organization.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Financial Responsibilities:

1. Maintains an accurate filing, recordkeeping, and reporting system for all parish financial matters. Prepares monthly, quarterly and year end reports for parish and Archdiocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
4. Prepares, administers and reviews the budget process in collaboration with the Finance Committee, Principal, Pastor and other committees. Assists in presenting the budget to the Parish Council for approval. Assists in the planning of financial stewardship and long-range planning efforts.
5. Monitors the collection, counting, recording and depositing of parish and school revenue from all sources.
6. Responsible for monitoring and implementing internal controls. Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.
7. Serves as a helpful resource/contact to school/parish organizations, financial institutions and the Archdiocese.

Administrative Responsibilities:

1. Oversees the management of personnel and financial records.

2. Coordinates parish and school Human Resources needs including liability, property insurance, benefits program, and workers' compensation in collaboration with Archdiocesan insurance programs.
3. Works with the Principal and Pastor and/or Development Director in the development activities of the school and parish, including marketing, public relations, communications, grant writing, fundraising, and stewardship.

Campus Management Responsibilities:

1. Works with the maintenance staff and Parish office administrator to and manages major repairs, improvements or construction. Assists the maintenance supervisor to solicit and review bids and quotes and negotiates contracts.
3. Establishes and monitors preventive maintenance programs for all properties.

Other:

1. Maintains good working relations and effective communication between the parish and school community, parents, parishioners, councils, various groups, and outside authorities. Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school.
3. Handles other duties as assigned.

Qualified candidates are requested to submit a letter of interest and resume to Chris Harris, Principal. St. Agatha Catholic School, 7960 SE 15th Ave. Portland, OR 97202. chris.harris@stagatha.us. 503.234.5500