



# Archdiocese of Newark

## Office of Human Resources

Entering the  
Third Millennium,  
proclaiming in faith and love  
the mission of  
Christ the Redeemer!

### POSITION DESCRIPTION

**Position:** Part-Time School Business Manager  
**Department:** School Business Services  
**Reports To:** Director  
**Classification:** Non-Exempt

#### **General Description**

The Business Manager is responsible for all bookkeeping and financial reporting at one assigned school location in West New York, NJ, as well as benefits administration in conjunction with Archdiocesan Human Resources Dept., accounts payable, payroll, and budgeting in collaboration with the Principal and School Budget Committee.

#### **Specific Duties/Responsibilities**

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Represent the Office of School Business Services at assigned Archdiocesan elementary school.
- Coordinate a flexible schedule with assigned school that completes a 20-hour work week
- Attend Archdiocesan meetings/seminars (Human Resources, Finance) as required
- Responsibilities at each assigned school location include
  - Accounts payable
  - Monitor Accounts Receivable (dependent upon school's tuition management system)
  - Monitor cash flow
  - Prepare weekly bank deposits and bring to bank.
  - Payroll Administrator
  - Coordinate review of all contracts including, but not limited to, phone systems, copiers, computers and payroll with Archdiocesan counsel.
  - Reconcile school bank accounts
  - Monthly accounting close
  - Monitor budget versus actual and maintain budgetary controls.
  - Provide Principal, School Board and Schools Office a monthly report package – Income Statement, Balance Sheet and Budget v. Actual in a timely manner
  - Provide budgeting support to Principal and School Budget Committee
  - Enter annual budget on QuickBooks
  - Prepare and submit quarterly severance reports and annual pension reporting and finance report to Archdiocese
  - Annual 1099 tax reporting
  - On-Site Benefits Administrator

### ARCHDIOCESAN CENTER

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- Act as liaison between assigned school offices and Office of School Business Services
- Other duties as assigned

### **Qualifications/Skills**

- Solid working knowledge of QuickBooks
- Excellent communication skills, both written and verbal.
- Computer literate; proficient in word-processing, spreadsheets, accounting and other business software.
- Ability to prioritize, schedule and complete multiple assignments including special projects.
- Ability to maintain confidential information and exhibit diplomacy when interacting with all levels of religious and lay personnel.

### **Education and/or Experience (Preferred)**

- Minimum of a Bachelor's degree in appropriate discipline desired. Professional experience will be considered.
- Valid driver's license, auto, and auto insurance coverage.

### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.