

Trinity Catholic High School –Newton, MA
Job Description

Position: School Business Manager
Organization: Trinity Catholic High School
575 Washington Street
Newton, MA 02458
<http://www.trinitycatholic.com/>

Job Type: Part-time, administration

Date posted: July 1, 2010

School Mission: A Catholic, coeducational, college preparatory school, Trinity Catholic uncovers and nurtures the unique, God-given gifts within each member of our diverse community of learners. In all pursuits, we challenge our students to become women and men of intellect and integrity who will witness the traditional Christian virtues of faith, hope and love and build a better tomorrow.

Primary Responsibilities:

- Cooperates with principal in preparing & tracking annual budget
- Handles all payroll/benefits for school employees
- Maintains all accounts payable/receivable
- Manages FACTS tuition program and tuition collection
- Handles reimbursement for any faculty-incurred school expenses
- FACTS Grant and Aid Administrator
- Serves on Financial Aid Committee

Description of Duties and Tasks:

1. Advise the Principal, Board and Parish Finance Council on financial policy, preparing reports and appraisals for particular projects and developing a long-term financial strategic plan for the development of the school.
2. Monitor all accounting procedures including:
 - Ordering, processing and payment of all goods and services provided to the school.
 - Operation of all bank accounts, ensuring a full reconciliation is undertaken each month.
 - Provide necessary reports to the diocese on a monthly, quarterly and annual basis.
3. Maintain tuition records.
4. Generate tuition invoices and receipts for families.
5. Manage tuition collection. Communicate with parents/guardians regularly regarding tuition payments and collections on delinquent accounts.
6. FACTS Tuition Management & FACTS Grant & Aid Administrator
7. Advise Principal on assessment of salaries, short-term and long-term sickness and maternity/paternity procedures.

Required Knowledge, Skills and Abilities:

Individuals must possess knowledge, as well as the following skills and abilities or be able to perform the essential functions of the job.

1. Excellent verbal and written communication skills.
2. Ability to manage time and budget while maintaining a well-organized, supportive and creative environment.
3. Ability to use discretion and maintain confidentiality.
4. Ability to provide initiative and build a creative atmosphere for the advancement of the School's mission.
5. Ability to assume responsibility for the job tasked and delegate to related parties.
6. Ability to work closely with others and elicit and inspire support of other School personnel.
7. Knowledge of advanced computer skills, *Quickbooks, Filemaker Pro & Excel*.

Qualifications Standard:

1. A college degree is required, preferably with a background in business.
2. Experience in, accounting and bookkeeping.

Salary:

Salary will be commensurate with experience. School employees are eligible for health benefits package.

Contact Information:

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