Marist Catholic High School
1900 Kingsley Road
Eugene, OR 97401
(541) 686-2234

Job Description

TITLE: BUSINESS MANAGER/FINANCE DIRECTOR

Position Summary:

Ensures the effectiveness and efficiency of school financial operations. Collaborates with the President and others in developing a financial strategy and long-term financial forecast. Informs and advises the President and other stakeholders regarding the prudent stewardship of resources. Duties and responsibilities require an in-depth knowledge of full-cycle accounting principles, practices, and procedures. Requires excellent interpersonal skills and the ability to effectively communicate technical information to non-technical audiences. Position operates independently with minimal supervision.

Supervisory Relationship:

Reports directly to the President and collaborates closely with the Principal and members of the Advancement and Leadership Teams.

Essential Functions/Major Responsibilities(but not limited to):

- Assist in formulating the school's strategic financial direction and supporting operational initiatives
- Develop assumptions, prepare, monitor and report on school's budget and long-term financial forecast in collaboration with the President and Finance Committee; make recommendations to enhance school's financial position
- Accurately and timely perform/supervise all finance functions including payroll/benefits, accounts receivable, accounts payable, general ledger, reporting and account reconciliations
- Communicate to the President, Finance Committee, Board and other stakeholders timely, relevant and accurate financial information
- Manage school's cash flow including policies for credit, collections, financing and purchases
- In collaboration with the Admissions Director review financial aid applications, develop recommendations to Tuition Assistance Committee, award grants authorized by the committee, prepare tuition contracts, discuss appeals with parents and propose recommendations to the Tuition Assistance Committee; inform parents of committee decision
- Prepare employee contracts and coaching stipend agreements; administer and maintain employee benefits
- Understand, and adhere to, legal and regulatory requirements, as well as Archdiocesan and school policies and procedures related to responsibilities assigned
- Coordinate annual independent review
- Perform volunteer background checks and ensure completion of required training
- Arrange for debt, as necessary
- Attend school functions and meetings to provide finance-related information and answer questions
- Maintain relationships with vendors, financial institutions, auditors and other stakeholders
- Supervise, provide growth opportunities for, and evaluate finance staff
- Perform other duties as requested by the President

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Required Knowledge, Skills and Abilities

- Proficiency with financial computer software, including Word, Excel and PowerPoint; Financial applications used include ADP and Peachtree
- Strong commitment to customer service and the ability to function collaboratively with a diverse group of colleagues, parents and students
- Highly developed skills in the following areas: communication, interpersonal/relationship building, analytical/strategic thinking, organization, problem-solving, and conflict resolution
- Ability to maintain confidentiality

Education and/or Experience

- Four-year degree in Business from an accredited college or university
- 10 years' progressively responsible experience in accounting, financial analysis, and budget formulation
- Experience in a not-for-profit and/or secondary school environment preferred