

Job Title for Posting: Business Manager

The Atonement Catholic Academy Overview

The Atonement Catholic Academy is a Catholic day school that offers a classical education to learning in an academic and spiritual environment to approximately 360 students in early childhood through 12th grade. We have at least one section of most grade levels. PK3 – 2 with class sizes that average from 16-18 per class; 3 – 12 average 20-25 per class.

Our Lady of the Atonement Catholic Church Overview

Our Lady of The Atonement Catholic Church is a parish of The Personal Ordinariate of the Chair of St. Peter. The parish was founded in 1983, as part of the Archdiocese of San Antonio. The parish enjoys a unique liturgical style and is committed to the teachings of the magisterium. In 2017, the Holy Father reassigned the parish into The Personal Ordinariate of the Chair of St. Peter. The Most Revered Steven J. Lopes is the bishop.

POSITION

The Business Manager will manage the business operations of both the School and the Church offices. The position will be responsible for financial reporting, management of office personnel, management of facilities personnel and contractors, coordinating contracts, and assisting in preparation of budgets. The anticipated start is 06/01/2022.

JOB OVERVIEW

To plan, develop, communicate, and manage the financial budgeting, planning, and reporting for both the School and the Church. To manage the office staff, facilities staff and contractors for both the School and the Church.

REPORTING

The Business Manager reports directly to the President of the School and the Pastor of the Church. The Business Manager will regularly present financial reports to the Board of Directors for the School and the Board of Directors for the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Business Manager is responsible for accurate, complete, and regular financial statements presented on a monthly, quarterly, and annual basis. These reports are to be provided to the Board of Directors for both the School and the Church, the President of the School, the Pastor of the Church, and the Principal of the School as stated above as well as on an ad-hoc basis upon request.
- Creates and ensures the accuracy of the annual report for the School and the annual report for the Church.
- Leads and assists in the preparation of budgets at a departmental and organizational level.
- Monitor and report on the budget to actual performance.
- Ensure that bank and credit cards are reconciled monthly.
- Review Accounts Payable and Accounts Receivable aging list for accuracy.
- Supervise the counting of collections.

- Ensure that W-9 forms are collected from appropriate vendors and the necessary 1099 forms are filed timely.
- Maintain an organized records system.
- Oversee administrative staff.
- Oversee facilities management staff and contractors.
- Coordinate bids for contracts, review and approve contracts using the appropriate due diligence processes.
- Maintain HR files for School and Church staff in coordination with the President of the School, the Principal of the School, and the Pastor of the Church.
- Manage and maintain payroll for both the School and the Church. Ensure that appropriate payroll reports and records are maintained and filed appropriately.
- Work with School and Church leadership to implement strategic initiatives.
- Work with School and Church leadership to run and manage the capital campaign.
- Preparation, documentation, and writing Grants
- Perform additional duties as determined by the President of the School, the Pastor of the Church, or the Board of Directors for either the School or the Church.

QUALIFICATIONS

Business Degree in Business Administration or Non-Profit Management preferred.

Strong organizational skills.

Strong communication skills.

Strong multi-tasking and prioritization skills.

Proficiency in Excel, Word and Adobe.

Knowledge of accounting software, with ParishSoft experience and knowledge a plus.

3+ years of experience in accounting or bookkeeping roles.

3+ years of management experience.

Ability to pass a background check.