

**Sts. Joseph & John School – Business Manager**  
**Full-Time, Year-Round Administrative Position**  
**Reports to the School President**

Sts. Joseph & John School is seeking a full-time Business Manager to oversee the financial, operational, and administrative functions of the school. This is a key leadership role that supports the Principals, Pastors, and Board of Trustees in stewarding the school's resources and ensuring smooth daily operations.

**Key Responsibilities:**

- **Finance & Budgeting:** Develop and manage the annual multi-million-dollar budget, prepare financial reports, oversee accounts payable/receivable, and coordinate audits.
- **Tuition & Financial Aid:** Manage tuition billing and payments through FACTS, coordinate financial aid with families and parishes, and handle special circumstances with discretion.
- **Banking & Payroll:** Reconcile bank accounts, process payroll, maintain personnel records, and ensure compliance with tax and benefit requirements.
- **Personnel & Compliance:** Onboard new employees, manage benefits, track leave, and oversee background checks for staff and volunteers.
- **Programs & Operations:** Provide financial oversight for after-school care, the lunch program (including National School Lunch Program reporting), bookstore, and spirit shop.
- **Fundraising & Events:** Coordinate the annual raffle fundraiser and support the Gala every three years.
- **Facilities & Maintenance:** Liaise with maintenance staff and vendors to address building and operational needs.
- **Board & Committees:** Prepare reports and present financial information to the Finance Committee and other groups as needed.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field (CPA or MBA preferred).
- Experience in financial management, budgeting, and payroll.
- Strong organizational, communication, and leadership skills.
- Ability to handle sensitive information with confidentiality and discretion.
- Commitment to the mission and values of Catholic education.

This position offers the opportunity to play a vital role in the success of our school and to work closely with dedicated faculty, staff, parents, and parish communities.

**To Apply:**

For more information and to apply go to: [www.findingleaders.com](http://www.findingleaders.com)

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