

Roman Catholic Diocese of Fall River
Holy Family-Holy Name School (91 Summer Street; New Bedford MA)
Business Manager

Summary:

Holy Family-Holy Name School in New Bedford is seeking a full time business manager to assist with the financial administration of the school. Holy Family-Holy Name is a PreK-Grade 8 Catholic School in the Diocese of Fall River. The position will report to the school principal and will be based at the school address.

Responsibilities (include but may not be limited to the following):

1. Process accounts payable (including vendor invoices and employee expense reimbursements)
2. Send out invoices and collect fees for select items; work with FACTs to manage tuition rates, billing, and collections
3. Manage all school deposits, including donations
4. Assist families with applying for financial aid (FACE)
5. Handle all banking questions (deposits, transfers, etc...), and reconcile bank accounts to Quickbooks accounts
6. Assist in the preparation of budgets and create monthly reports for school leadership to review
7. Book payroll entries and interface with third-party payroll provider
8. Manage employee information and reporting of employee paperwork to diocesan offices
9. Provide support to school fundraising initiatives
10. Provide ad hoc project support as necessary

Qualifications:

1. Bachelors degree in accounting, finance, or management strongly preferred
2. Proficient with Quickbooks (Quickbooks online a plus)
3. Experience working with FACTs Management and RenWeb a plus
4. Familiarity with the STAR kids program a plus
5. Strong communication/presentation skills and ability to work with a diverse range of associates
6. Strong Microsoft Office skills, particularly Microsoft Excel and Word
7. Demonstrated awareness and support of the Catholic Church and its traditions
8. Self-motivated individual able to work as part of a team or independently
9. Flexible and able to respond to change, including shifting role as necessary in response to need

If interested, please submit a cover letter and resume to Sharon Sampson at ssampson@catholicssa.org by March 29, 2019.