



DIOCESE OF ORANGE

Business and Accounting Manager **POSITION DESCRIPTION**

JOB CLASSIFICATION: Exempt Full-time

DEPARTMENT: Shared Services

REPORTS TO: Director of Finance/ Senior Accountant, Elementary Schools & Parishes

Pay Range: \$80,000-\$100,000

POSITION SUMMARY:

The position of Regional Business and Accounting Associate requires supporting the Shared Services Department with administering the business and accounting needs of schools or/and parishes throughout the Diocese. This includes budgeting, forecasting, payroll, financial reporting, account reconciliations, bookkeeping and business development. This position requires sound judgment and much discretion in handling operational challenges and important confidential matters. This individual is under the direct oversight of the Shared Services' Senior Accountant.

ESSENTIAL FUNCTIONS:

- Maintain QuickBooks- accounts payable-receivable, tuition collection.
- Prepare manual journal entries.
- Prepare, verify, and process deposits (cash, checks, credit cards). Make bank deposits as needed.
- Assist in budgeting process and provides monthly financial statements as needed.
- Provide cash flow forecasts and make recommendations to maximize site efficiencies.
- Assure internal compliance surrounding payments and cash processing in adherence with diocesan policies and procedures.
- Review all invoices for appropriate documentation/check requests and approval before payment. Accurately record and pay all invoices, ensuring the proper authorization and account coding.
- Organize the daily, weekly, and monthly accounts payable process including:

processing and maintaining vendor invoices and records, compliance with company policy and legal requirements, processing checks and electronic payments.

- Manage vendor relations.
- Provide reports and needed information to internal and external auditors.
- Analyze and evaluate Financial Aid Applications.
- Manage and lead schools delinquency control activities.
- Support promotional and outreach business activities.
- Interview prospects weekly face-to-face or over the phone.
- Attend Pastoral, Parish, School, and all board meetings as required.
- Process payroll for locations by collecting, calculating, and entering data.
- Provide payroll information and assist principals/business managers/directors/pastors.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Business Administration, Accounting, or Finance preferred.
- 2-4 years of business-finance work experience.
- Supervision, leadership, and good communication skills.
- Understanding of fiscal planning/management, accounting, HR, and payroll functions.
- Ability to learn and administer parish and school operating software.
- Facilitate group presentations and training of staff.
- Understanding of Catholic social teaching and its application to school-parish operations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Working Conditions	Typical office environment.
Equipment & Software Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and shredder/ FACTS, QuickBooks, SIS and other program software.
Essential Physical Tasks	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.