



Order of the Company of Mary Our Lady
PROVINCE OF THE PACIFIC
| Orden de la Compañía de María N.S.

Order of the Company of Mary – Our Lady
Province of the Pacific
US Region

Business Manager Job Description

Reports To: Provincial Administrator

Supervises: two support staff

Time Commitment: Full time, exempt, 40 hours/week

Summary: The Business Manager is a key member of the team for the region and works closely with the Regional Administrator to secure the effective and efficient operation of the different ministries and religious communities. The Business Manager is responsible for coordinating all administrative and financial operations that support the region. In finances, the Business Manager oversees all aspects of accounting and operations such as A/P, A/R, month-end, quarterly and annual closing, cash management and financial reporting. The position also manages the bank relationships, compliance and tax processing. The Business Manager is responsible for providing leadership through careful planning, organizing, supervising, collaborating and evaluating all facets of the administration in support of the mission of the Company of Mary. The Business Manager supervises a staff accountant, a bookkeeper, and an account specialist and works with financial consultants and Provincial CFO to carry out, evaluate and improve policies and procedures in each site according to the values and principles of the Order.

Primary Roles & Responsibilities (Finance and Administration):

- Supports the administration of day-to-day operations of the whole organization (including its various ministries)
- Provides analytical review of company's business performance
- Reviews administration and finance matters with leadership team within the business to ensure appropriate conclusions are reached.
- Oversees the general accounting, accounts payable, accounts receivable, cash management, payroll, and financial reporting
- Oversees the business operations of the various ministries, especially their internal control systems, transaction-processing operations, and policies and procedures.
- Recommends internal control system to leadership team
- Assists Administrators in finance-related activities such as reviewing budgets; analyzing projections; and variance analysis
- Analyzes departmental processes throughout the organization to improve efficiency
- Selects, recruits, guides, and train business and finance support staff within the region
- Supervises department staff by coaching, counseling, planning, monitoring and appraising job results



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- Manages bank relationships and treasury and coordinates and oversees local and international wire transfers and bank transactions
- Complies with local, state, and federal government reporting requirements and tax filings (i.e. BOE quarterly sales use, BOE annual use tax, 1099s, 1096s, 199, Business property statement, etc.)
- Establishes and maintains positive relationships with all administrative staff across different ministries.
- Coordinates facilities' capital improvement project management with vendors and ministry staff.
- Coordinates all vendor accounts and promotes positive external relationships with vendors.
- Manages IT infrastructure and vendors for regional office, including internet, IT support, software systems, safety, etc.
- Manages credit cards for regional office and religious communities.
- Adheres to all company procedures and regulations as well as standard operating procedures.
- Follows company policies and procedures and can effectively communicate them to direct reports, ministries and partners.
- Reports regularly to the Provincial Administrator and meets at least quarterly with the Provincial Team.

QUALIFICATIONS:

- B.A./B.S. degree with an emphasis or concentration in business or related field.
- Two – five years of experience in a business manager and/or finance supervisory position. Nonprofit experience, and/or religious organization preferred
- Demonstrated ability to manage employee relations
- Knowledge and experience in computer operations and QuickBooks.
- Skills in maintaining and reconciling accounting and financial records
- Pro-active, analytical skills
- Attention to details and accuracy.
- Ability to maintain a high level of confidentiality.
- Comprehensive understanding of local, state, and federal employment laws.
- Exception interpersonal communications and relationship-building skills
- Strong understanding of administration and accounting processes, procedures, and systems. Knowledge of Catholic schools preferred.
- Fully bilingual (Spanish-English) required.
- Ability to work with minimal supervision – self-motivated & confident
- Collaborative and supportive work style
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise others.
- Ability to travel locally in Southern California region.



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Salary commensurate with qualifications and experience. Submit cover letter with salary requirements and resume to:

Sr. Gloria Londono, Administrator, Province of the Pacific, Order of the Company of Mary – Our Lady at srglondono@odnusa.org or 16791 East Main Street, Tustin, CA 92780 or email. Open until filled. EOE