

POSITION DESCRIPTION

Regional Business Manager

Diocese of Orange, Pastoral Center

FLSA STATUS: Exempt

DEPARTMENT: Accounting Manager

REPORTS TO: Director of Business Affairs / Schools

POSITION SUMMARY:

The position of Accounting Manager requires managing the all financial affairs of the school from budgeting to forecasting and all transaction processing supervising all payroll and accounts payable and receivable functions. The job requires presenting a favorable, businesslike impression of the schools, and discretion and resourcefulness in handling office problems and important confidential matters. It also involves frequent contact with the Diocese of Orange offices of finance and risk management, school staff, parish advisory councils, banking personnel, and the general public.

ESSENTIAL FUNCTIONS:

- Provide supervision support of office staff (business, relationship and office managers, accounting and student service associates).
- Responsible for implementing business policies and procedures in conjunction with the Catholic Schools Office.
- Manage administrative tasks and system software needs.
- Manage budgeting process and provides monthly financial statements as needed.
- Provide budget forecasts and makes recommendations to maximize site efficiencies.
- Assure internal control compliance surrounding payments and cash processing.
- Oversee banking procedures and overall financial record keeping for the various schools.
- Monitor Quickbooks- accounts payable-receivable, tuition collection.
- Review all invoices for appropriate documentation/check requests and approval prior to payment. Accurately record and pay all invoices, insuring the appropriate approval, account coding.
- Approving Purchase Invoices for all payment.
- Issue and mail checks for accounts payable.
- Organize the daily, weekly and monthly accounts payable process including: processing and maintaining vendor invoices, maintenance of vendor records, compliance with company policy and legal requirements, processing checks and electronic payments, including appropriate accounting reports.
- Reconcile general ledger accounts on a monthly basis.
- Review general ledger activity and post adjusting journal entries on a monthly basis.
- Manage vendor relations and process their 1099 annually.
- Provide reports and needed information to the external auditors to assist with the annual audit process.

- Analyze, evaluate, Financial Aid Applications.
- Manage and lead schools delinquency control activities.
- Support promotional and school outreach business activities.
- Attend Pastoral, Parish, School and all Board meetings as required.
- Process payroll for location by collecting, calculating, and entering data.
- Resolve payroll discrepancies by collecting and analyzing information.
- Provide payroll information and assist principals/business managers/directors/pastors by answering questions and requests.
- Maintain payroll operations by following policies and procedures; reporting needed changes.
- Maintain employee confidence and protects payroll operations by keeping information confidential.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE: REQUIRED:

Bachelor degree in Accounting or Finance with 5years related experience; track record of academic and professional excellence; demonstrated skill in collaboration and teamwork.

DESIRED:

Experience in managing the financial affairs of a small business maintaining all records, books and financial reports. Managing banking relationships and providing financial reports as required. Experience in basic human resource management in overseeing all policy, hiring, and employee relations activities assuring appropriate HR practices are maintained.

PHYSICAL REQUIREMENTS: Normal Office Environment

EQUIPMENT OPERATED: Phones, Computers, Copiers, Facsimile, Scanner etc.