

North Hills Region Catholic Elementary Schools (NHRCES)

Regional Business Manager Job Description

The Business Manager for the North Hills Regional Catholic Elementary Schools (NHRCES) is responsible for financial and administration-related activities of the following schools: Blessed Francis Seelos Academy, Blessed Trinity Academy, Christ the Divine Teacher Catholic Academy, Holy Cross Academy and Saint James School (Sewickley). The position reports to the Board of the NHRCES and works with each school's leadership and to manage the financial, facilities, and human resource needs of the schools.

Vision

The NHRCES Business Manager is a professional administrator in support of the regional administrator. The NHRCES Business Manager assists in the stewardship of all temporal activities of the NHRCES. The emphasis of this ministry is on specific duties in the areas of finance, plant management, human resources, office management and any additional duties as required by and in support of the regional administrator's responsibilities to the NHRCES.

The NHRCES Business Manager is a fully initiated, practicing Catholic committed to Gospel values. He or she values the organization and responsible management of resources and helps the NHRCES to fulfill the Church's mission and purpose.

Responsibilities and Tasks

Administration

The NHRCES Business Manager collaborates with the regional administrator and his/her advisory boards, under his supervision, and with other members of the NHRCES staff, integrating his or her own area of responsibility with the overall NHRCES endeavor. This responsibility includes the NHRCES and schools operations. He or she is a part of the strategic planning of the NHRCES. In discharging his or her responsibilities, the NHRCES Business Manager works closely with various diocesan offices, such as the Office for Civil Legal Services, Benefits, Insurance, Payroll, Facilities Management and Maintenance, the Office for Financial Services and the Office for Stewardship and Development, Human Resources and Catholic Schools Office.

Finance

The NHRCES Business Manager:

1. Is responsible for all financial reporting, payroll, employee benefits, accounts payable and accounts receivable using the accounting, payroll and other systems of the diocese.
2. Is responsible for all tuition and grant management for the schools using approved vendors and systems.
3. Is responsible for the budget development. Provides technical assistance to the regional administrator and the NHRCES Board of Directors in the budget compliance process.
4. Manages the purchasing function of all programs within the NHRCES and ensures compliance to the board approved budget.
5. Assists in setting goals for and the monitoring of all revenue including tuition, fundraising, donations, and grants in accordance with diocesan policies.

6. Develops and manages the tuition collection process, and pursues uncollected tuition.
7. Assists the School Advisory/Parent Associations with fundraising goals and activities.
8. Seeks out bids for all expenditures above an approved minimum.
9. Prepares the monthly and annual financial reports for NHRCES Board of Directors.
10. Plans for funding of long-term capital projects.

Property Maintenance

The NHRCES Business Manager:

1. Provides local principals with assistance in supervising the maintenance staff.
2. Coordinate and collaborate with Parish Business Manager and the Facilities Management and Maintenance Office for capital improvements. Assisting with proposals and bids for major maintenance work and ensures inspection of work done by contractors
3. Oversees security systems.
4. Collaborates with the Regional Administrator to review and establish service contracts.

Human Resources

The NHRCES Business Manager:

1. Works in collaboration with the Regional Administrator to develop, implement and maintain personnel policies.
2. Develops job descriptions, salary scales, benefits, etc., for applicable employees.
3. Maintains a hiring and termination procedure for all non-professional personnel. Note: Only the regional administrator can hire or terminate an employee.
4. Manages payment of salaries and benefits.
5. Maintains a confidential payroll record system for all NHRCES employees.
6. Helps in preparation of personnel contracts and salary compensation statements for select positions.

Qualities

Effective functioning in this position requires that the NHRCES Business Manager have a good sense of stewardship and be well organized, diplomatic and attentive to details. The NHRCES Business Manager needs to possess the ability to work collaboratively and to keep confidences when appropriate.

Competencies and Skills

Competencies and skills that are particularly important for the effective exercise of the role of the NHRCES Business Manager:

Knowledge

The NHRCES Business Manager should be:

1. Knowledgeable of personnel issues, including policies, procedures, selection, insurance, employee benefits, etc.
2. Knowledgeable of construction and maintenance according to diocesan policies and procedures.
3. Knowledgeable of safety and security issues.
4. Knowledgeable of the principles of accounting according to diocesan policies and procedures.
5. Familiar with pertinent and applicable civil law in all levels of government.
6. Knowledgeable of the NHRCES and schools accounting systems according to diocesan policies and procedures.
7. Familiar with supervisory procedures.

Formation, Training and Criteria for Readiness

Preparation for the role of the NHRCES Business Manager needs to include development of the competencies and skills as outlined above. Effective exercise of this role particularly requires:

1. An orientation to the mission of the diocese and of the NHRCES.
2. Commitment to continuing education and professional development.
3. A bachelor's degree in business administration or a related field and 3-5 years of experience in business or management.

Safe Environments for Children

As with all positions that involve contact with children in the Diocese of Pittsburgh, this ministry comes under the Safe Environment Policy of the diocese which requires clearances,