

Cataldo Catholic School is seeking a Business Manager.

Position Requirements:

Education:

- Bachelor Degree (Preferred)

Experience:

- Proficiency with Quickbooks and Microsoft Office experience required. 2-3 years bookkeeping experience, preferably in a non-profit organization, required. Previous experience with human resources is desirable. Ability to maintain confidentiality required.

Position Description:

- Management of Quickbooks accounting program for accounts receivable, accounts payable, and general ledger accounting
- Management of FACTS Tuition Management program
- Management of school tuition assistance program through the FACTS Grant and Aid program to include individual meetings with parents regarding the ability to pay
- Monthly reconciliation of school savings and checking accounts and school credit card usage
- Cash flow management
- Monthly preparation of school financial statements
- Monthly attendance and preparation for school finance council meetings
- Monthly preparation of payroll records to be processed by Catholic Administrative Services through the Diocese of Spokane
- Maintenance of employee personnel files to include pay records, benefits, and general human resources records
- Preparation and oversight of annual budget for school
- Preparation of cash boxes for extracurricular school activities
- Management of cash handling procedures for school volunteers and employees
- Works closely with Advancement staff to maintain accuracy of donation records and preparation of Annual Report
- Works closely with school secretary in managing enrollment records, student hot lunch accounts, student payments for field trips, purchasing of supplies, and various other day to day operations of the school
- Works closely with payroll and benefits personnel in Diocese of Spokane to maintain payroll and benefits practices

This position is approximately 25 hours per week and does include benefits. Work schedule to be mutually agreed upon with Principal.

Qualified candidates, please send a cover letter and resume to:
Zack Cunningham, Principal at zcunningham@cataldo.org,