Camden Catholic High School

Job Posting: Aug 30, 2021
Submit Cover Letter and Resume/CV to:
Rev. Joseph Capella, Rector
<joseph.capella@camdencatholic.org>

Business Manager

The Business Manager is responsible for the financial operations of the school in consultation with the Rector and President.

Qualifications:
- Practicing Catholic
- Strong commitment to Catholic School Education
- Bachelor’s degree in business, finance, or accounting, Master’s degree preferred
- Excellent written, verbal, and organizations skills
- Excellent technological skills and ability to learn and become proficient in different computer programs
- Three to five years experience in finance related field

Reports to the Rector and President

Responsibilities:

School Finances:
- monitors all school financial and accounting system controls
- conducts oversight activities for all school based accounts
- maintains and reconciles all CCHS banking accounts
- conducts general reconciliation and account analysis
- reviews all banking activity
- oversees student FACTS accounts and tuition collection
- reconciles FACTS accounts with CCHS accounts
- monitors the performance of the investment portfolio
- works closely with Advancement Office to ensure funds received and pledges are reported and reconciled accurately
- oversees and ensures compliance with all policies and protocols regarding cash management, credit card transitions, purchasing, and inventory
- foresees and monitors data analysis in various financial reporting
- works closely with the Finance Committee of the Board of Trustees
- provides the President with regular financial reports
School Budget:
- develops the yearly school budget with the Rector and President
- prepares the budget for diocesan review
- reviews budget procedures with school personnel
- directs financial planning for school projects with the Rector and President

Facilities:
- Monitors maintenance and building needs for all campus facilities
- Ensures that the campus facilities meet necessary code regulations
- Supervises and interacts with the director of maintenance
- Works with the Administration to ensure that building needs and repairs are made in a timely fashion

Human Resources:
- Supervises and conducts all payroll activities
- Oversees employee benefit programs
- Prepares employment contracts and salary notifications.
- Serves as liaison with benefits broker and coordinates health insurance, 403(b) and other employee benefits