ST. ANDREW NATIVITY SCHOOL
JOB DESCRIPTION

Job Title: Business Manager
Reports To: President

Organization Summary:
St. Andrew Nativity School is a tuition-free Catholic, Jesuit middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual and personal development toward college and career readiness and becoming people for others.

Our engaged, energetic faculty is committed to helping students be successful academically and in life. Our school is a special place where faculty and staff get to know each student and his/her family personally. With small class sizes, teachers are able to personalize instruction and build relationships. Our faculty and staff work as a team with cross curricular planning, field trips, and programming aimed at expanding students’ horizons and achieving equity. Visit our website at www.nativityportland.org for more information about our school.

Position Summary:
The Business Manager reports directly to the President and oversees the school’s business affairs. This person is responsible for daily operations and working with the Finance Committee to manage the school’s assets and expenditures. Responsibilities include budgeting, bookkeeping, managing human resources, building and grounds, and information technology. The Business Manager supervises the Operations Coordinator and School Lunch Specialist. This person is one of four school leaders who comprise the management team. The Business Manager also participates in meetings of the development department, faculty, finance committee and board of trustees.

Duties and Responsibilities:

Manage the finances (40% of time)
• Create and update the annual operating budget, grant budgets, and project budgets
• Implement accounts payable and accounts receivable
• Work with the accountant on monthly financial statements
• Work with the President and Finance Committee on managing cashflow and finances
• Work with the President and Investment Committee on managing the Endowment Fund
• Prepare for and staff the annual audit
• Enforce, adhere to, and update policies and procedures

IT (15% of time)
• Keep the school’s technology hardware up to date
• Research and purchase education software
• Work with contracted IT company to keep computers, printers, and network up to date
• Research most appropriate IT solutions

Human Resources (15% of time)
• Process payroll using payroll software
• Keep records up to date
• Assemble packets for new hires and resigning employees
• Research and manage employee benefit options
• Research salary information

Facilities, Fleet, and Risk Management (15% of time)
• Work with parish on building maintenance issue, repairs, and inspections, i.e, fire, elevator, etc.
• Work with parish on lease agreement regarding utilities, liability and usage issues
• Work with volunteer groups on cleaning and landscaping
• Work with janitorial vendors
• Supervise Operations Coordinator on vehicles
• Assess various insurance policies and make recommendations to the President
• Identify and reduce risk management issues

Other (15% of time)
• Assist with development department on special events specifically tracking donations and pledges
• Meetings with management team, board of trustees, subcommittees
• Attend faculty meetings, retreats, and assist with student supervision when needed

Qualifications
• Bachelor’s degree or equivalent experience. A degree in accounting, business management, project management or information technology a plus.
• Four or more years of experience in administration, bookkeeping, operating a small business or department.
• Information Technology and Human Resources experience a plus.
• Excellent communicator both interpersonally and in writing.
• Experience planning and implementing complex projects. Problem solving skills a must.
• A record of meeting deadlines.
• A record of managing a budget.
• Ability to establish and maintain effective working relationships with diverse personalities.
• High energy; self-motivated. Enjoys working independently, but also as part of a team.
• Sense of humor and ability to work in a fast paced, enterprising environment.
• Possesses and demonstrates an openness to the Jesuit tradition of which St. Andrew Nativity School is a part and a willingness to continue growing in Jesuit formation.
• Passion for children and education.
• Ability to speak Spanish and/or multicultural background a plus.
• Willingness to work evenings and weekends as needed.
• Proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook).
• Safe driving record; current vehicle insurance; ability to use personal vehicle for Nativity School business.
- Must be able to pass criminal background check.

**Working Conditions**
Work is performed in an office environment and involves the constant use of a computer. Work also includes frequent use of the phone to communicate with constituents. This position will need to drive and may require occasional weekend and evening events.

**Salary:** This position comes with health, dental, and vision benefits, long term disability, life insurance and retirement savings options. The salary depends upon experience and salary history.

**How to apply:** Send your cover letter and resume to cbecic@nativityportland.org