Job Title: Business Manager
Schedule: Full time/ 40 hours per week
Salary Range: $75,000 - $95,000 yearly, plus health, dental, and vision benefits; disability coverage; life insurance and retirement savings options
Reports to: President

ABOUT US

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program are for the purpose of breaking the cycle of poverty through education. The school is staffed by professional educators and committed volunteers. Nativity School forms young “people for and with others” who are dedicated to bringing all their talents to fullness and to using them to serve their families and their community.

St Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. Individuals of color and those able to speak Spanish are especially encouraged to apply.

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 of the Board of Trustees to manage the school’s assets and expenditures. Responsibilities include budgeting, bookkeeping, managing human resources, facilities, and IT. The Business Manager participates in meetings of the management team, development department, faculty, Finance Committee and Board of Trustees. This position is part of the five member management team of the school.

MAJOR 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
- Enforce, adhere, update policies and procedures
IT (15% of time)
• Keep schools tech hardware up to date.
• Evaluate and address technology needs of the school
• Procure and manage student Chromebooks
• Work with contracted IT company to keep computers, printers, and network up to date

Human Resources (15% of time)
• Process payroll using payroll software
• Keep records up to date and in line with audit and compliance requirements
• Assemble packets for new hires and resigning employees
• Research and manage employee benefit options
• Provide information and support to employees with employment/benefits questions
• Research salary information and propose salary appointments and adjustments
• Maintain Faculty & Staff Handbook

Facilities, Fleet, and Risk Management (15% of time)
• Work with parish on building usage and maintenance issues
• Work with volunteer groups on campus cleaning and improvements
• Manage janitorial vendors or hire and supervise an effective custodian
• Supervise Operations Assistant on vehicle management & maintenance, facilities projects, and campus safety/security
• 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
• Supervise School Meal Program Coordinator to ensure compliance and effective delivery of all meals

QUALIFICATIONS
• Bachelor’s degree or equivalent experience. A degree in accounting or business management 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.
• Passion for children and education.
• A 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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

• Ability to lift 25 pounds without help.
• Ability to look at a computer monitor for long periods of time.
• Ability to sit for long periods of time.
• Ability to work in an environment dealing with a wide variety of challenges, deadlines, and interpersonal relationships.
• This position will need you to drive and may require occasional weekend and evening events.
• Must be able to pass a background check.
• Must be vaccinated against COVID-19.

GENERAL INFORMATION

• Reports to the President of the school.
• Work hours may vary, including nights, weekends, and occasional travel.
• Generous benefits including health, dental, and a 403(b)-retirement plan.
• Salary DOE.

APPLICATION

• Applications will be accepted until the position is filled.

Send a cover letter and resume to glane@nativityportland.org or mail to:
Grace lane
St. Andrew Nativity School
4925 NE 9th Avenue
Portland, OR 97211