



Business Manager

Year-round, 12-Month Position, 30-hours/week
Start Date: July 2026

SCHOOL MISSION:

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

THE IDEAL CANDIDATE:

Pope Francis Preparatory School seeks a highly motivated Business Manager. This position works closely with the school's Chief Financial Officer (CFO) and reports to the school's President. The ideal candidate will be an outgoing, innovative professional with exceptional organizational, interpersonal, and written and oral communication skills and impeccable integrity. In this role, the candidate must be a skilled communicator, exceptional at prioritizing work, consistently and accurately complete tasks to deadline, and must be able to comfortably multi-task.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

The Business Manager is responsible for:

Student Financial Accounts (using Blackbaud):

- Sets up and maintains the tuition billing database.
- Updates parent contacts, payment options, and banking account information.
- Prepares all re-registration and new registration of student accounts.
- Records all deposits.

Financial Aid:

- Distributes financial aid to student accounts using funds from many sources.
- Creates journal entries throughout the year with new student awards, and student withdrawals.

Accounts Receivable:

- Records all deposits from the CFO, from Office of Advancement, Student Clubs & Activities, Athletic event admission and concession receipts.
- Records all Office of Advancement credit card donor receipts and reconciles advancement accounts monthly.
- Maintains and reconciles petty cash.

Purchasing:

- Receives and processes purchase order requisitions.
- Creates purchase orders and places orders for supplies, materials, etc.
- Creates purchase orders for annual memberships.
- Oversees receipt of orders and distribution.
- Maintains office supplies for administration, staff, and faculty.
- Sets up tax-exempt vendor accounts.
- Produces tax-exempt documents including Form ST-2, Form ST-5, and Form W-9.

Payroll & Human Resources:

- Onboarding of new employees, including the completion of all compliance requirements.
- Collection of time sheets from all employees and processing payroll, in coordination with the CFO.
- Update annually all salaries, wages, and paid time off with the commencement of each new fiscal year (July 1-June 30), in coordination with the school President.
- Maintenance of medical, vision, dental benefits, and garnishment deductions, as well as retirement plan contributions in the payroll system.
- Administration of coaches employment agreements, in coordination with the CFO and the Athletic Director.

Accounts Payable:

- Process all invoices with related purchase orders into Blackbaud FENXT, coordinating with the CFO.
- Payment of credit card and insurance premium statements.

Business Office Support:

- Acts as backup supporting the business office as needed during peak periods of activity, or vacation time.
- Performs general office/clerical/school-based duties as directed by the school administrators.

ESSENTIAL CHARACTERISTICS AND EXPERIENCE:

- A deep appreciation for the mission, achievements, aspirations, and contributions of Pope Francis Preparatory School, and the ability to articulate the School's vision effectively and eloquently to diverse audiences.
- Experience working in an academic environment serving many internal and external constituents. Ability to build relationships and collaborate across the institution, serving as a resource to others and obtaining their input.
- Collaborative and collegial, eager and able to engage a diverse base, and able to build strong professional relationships. Ability to synthesize many ideas and produce excellent work.
- Superlative interpersonal skills with a demonstrated ability to work well with people at all levels of an organization. Strong personal integrity and work ethic, as well as a sense of humor and perspective.
- A working knowledge of software for school business preferred (Blackbaud, Excel).
- Bachelor's degree in finance, accounting, or the like, required.

The essential functions and basic skills have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

SCHEDULE AND COMPENSATION:

8:30am to 3:00pm Monday - Friday

\$30/hour

Year-round, 12-month position

Insurance available: medical, dental, vision

403(b): Matching opportunity

TO APPLY:

Email a cover letter, resume, and a list of three references (only to be contacted with your permission following an interview) to careers@popefrancisprep.org

Qualified candidates will be contacted for interviews. Applications will be accepted until the position is filled.