

**MOUNT MERCY ACADEMY
JOB DESCRIPTION**

Job Title: Business Manager
Department: Finance
Reports to: Chief Financial Officer

Job Summary:

Oversees the day-to-day financial operation of the school including supervising the preparation of the biweekly payroll, bookstore, accounts receivable tuition collection, accounts payable, and cash receipts functions of the school. Oversees the school lunch program including compliance with all accounting and reporting requirements. Oversees the NYS e-rate program including compliance with all reporting requirements.

Essential Functions, Duties, and Responsibilities: The following statement reflects the duties considered necessary to describe the essential functions of the job as identified but shall not be considered as a detailed description to all of the work requirements that may be inherent in this position.

Plans, develops, organizes, implements, directs, and evaluates the Academy's fiscal function and performance which includes:

General Ledger

- Maintain the general ledger and chart of accounts.
- Prepare all journal entries.
- Maintain the fixed-assets schedule.
- Provide departments with quarterly comparison of departmental spending to budget so that costs can be controlled.

Accounts Payable

- Review and monitor the preparation of all invoice payment processing.
- Responsible for mailing of all checks..
- Review the entry and posting of all accounts payable.
- Verify reconciliation of accounts payable subsidiary ledger and general ledger on a monthly basis.
- Oversee preparation of annual 1099's.
- Prepare quarterly or annual sales tax report as needed.

Accounts Receivable

- Establish proper billing routines and procedures.
- Review the collection of student accounts in accordance with financial policy guidelines.
- Review the tuition collection program.
- Manage delinquent accounts.
- Answer parent/guardian billing issues.

Cash Management/Investments

- Supervise the preparation of the daily check log.
- Insure the prompt deposit into the bank of all funds received.
- Develop a reliable cash flow projection and reporting mechanism which includes minimum cash threshold to meet operating needs.
 1. Maximizes return and limit risk on cash by minimizing cash balances and make recommendations regarding appropriate investment of excess cash.

- Is a member of the Investment Committee which recommends investment policies and procedures to the Finance Committee.
- Maintain the petty cash account.

Internal Control System

- Protect assets by establishing, monitoring, and enforcing effective internal controls.
- Monitor and reports the financial performance in attaining its objectives and integrity.
- Develop and recommends policies dealing with the improvement of internal control system.

Payroll/Benefits Administration

- Supervise the processing of the bi-weekly payroll and act as payroll backup when necessary.
- Review and approve the timesheets of supervised employees for accuracy and completion.
- Prepare and input biweekly payroll journal entry.
- Be responsible for timely and accurate filing of required forms (unemployment, tax, benefits, disability, etc.).
- Review quarterly and annual reports for accuracy.
- Review annual W-2 forms for accuracy.
- Oversee employee benefit programs, including but not limited to health and dental insurance, AFLAC, disability insurance, unemployment insurance, retirement plan, workers' compensation.
- Be responsible for reviewing employee benefit programs for cost effectiveness on a periodic basis.

Insurance/Compliance

- Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises the President on actions and potential risks.
- Review coverage and annual premiums of all insurances.
- Ensure all federal and state laws and regulations are posted and mandatory reports submitted on schedule.
- Submit and maintains incident and accident reports to appropriate agency.
- Request and file certificates of insurance for all school events.
- Obtain a certificate of insurance from any outside group using the school facilities.

Tuition Assistance

- Coordinate with the Admissions Director and Institutional Advancement Director regarding available tuition assistance/financial aid available.
- Work in conjunction with the Financial Aid Committee to determine distribution of tuition assistance.
- Assure that tuition assistance disbursed is within the confines of amount budgeted for tuition assistance.

School Lunch Program Coordinator

- Be responsible for all internal and external accounting.
- Verify daily cash with cafeteria's reports.
- Be responsible for processing vendor payments and reconciling the bank statements.
- Ensure that compliance with policy and procedures from the Child Nutrition Program Rights are met and maintained.
- Act as a liaison between the parents and government agency.
- Fill out and submit all required monthly and annual reports.

E-Rate Coordinator

- Fill out and submits all required reports.
- Act as a liaison between the Academy and government agency.
- Ensure that compliance with policy and procedures required are met and maintained.

Bookstore

- Supervise Bookstore Coordinator
- Supervise the purchasing and pricing of bookstore inventory to insure profitability.
- Review year-end inventory listing for accuracy of quantities and pricing.

Additional job responsibilities

1. Demonstrate positive human relation skills utilizing effective leadership and written and oral communication skills.
 - a. Maintain a sensitive, fair, and impartial approach to dealing with employees.
 - b. Delegate authority as necessary.
 - c. Use accurate, clear, and concise oral and written communication.
 - d. Conduct departmental meetings to maintain two-way communication, problem solving, and flow of information.
 - e. Motivate employees through use of positive reinforcement, recognition of employee problems, and efforts to resolve these problems.
 - f. Interact positively with members of other departments by cultivating liaisons and promoting interaction.
 - g. Conduct performance evaluations on a timely basis.
2. Assist the Principal through consultation, committee assignments, project assignments, and other mechanisms as deemed necessary.
 - a. Attend meetings, prepare reports, and analyze and provide recommendations on a timely and accurate manner.
 - b. Provide contributions to problem solving as necessary.
 - c. Implement a positive work ethic throughout the department
3. Develop or participate in the development of goals and objectives supportive of the mission of the organization. Particularly work closely with the Principal, development staff and recruitment staff to improve the student enrollment and determine the financial aid decision.
4. Determine or assist in determining the number and qualifications of staff needed in order to successfully provide the services needed to be provided.
 - a. Recruit or assist in recruiting qualified candidates for departmental position. Interview, select, and provide for a comprehensive orientation to the department and position responsibilities.
 - b. Determine staffing schedules to meet the needs of the office.
5. Promote and maintain safety in the work environment as well as in job performance. Report and investigate accidents and incidents promptly, insure that anyone injured is treated appropriately, and corrective action is taken to avoid recurring injury.
6. Conduct self in order to protect and promote organization-wide integrity, values, and enhancement of Mount Mercy Academy's ability to achieve its mission and vision.
7. Respect and protect the confidentiality of all school and staff information.
8. Adapt to changes when necessary. Respond to constructive criticism in a positive manner.

9. Fulfill the education requirements of the position. Participate in continuing education for professional growth.
10. Comply with the dress code for position consisting of a neat, professional appearance.
11. Perform other duties as requested.
12. Provide technical financial advice and knowledge to others throughout the organization.
13. Act as an advisor from the financial perspective on any contracts into which the organization may enter.
14. Participate in special projects and compile a variety of reports as requested.

EDUCATION REQUIRED (Minimum):

Bachelor's Degree in Accounting or Finance. CPA/Master's degree preferred.

EXPERIENCE REQUIRED (Minimum):

At least five years of hands-on financial management experience in an academic setting.

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

Strong financial accounting and school tuition assistance program knowledge. Excellent verbal and written communication skills. Strong computer skills including pc and system software. Must possess good judgment and ability to see the "big picture" perspective of the organization.

MENTAL DEMANDS OF THE POSITION:

Must have a good understanding of facility needs and usage, effective participation as a member of the school community, an ability to supervise, delegate, and effectively communicate to all constituencies of the Academy including the Board of Trustees. Must be able to handle multiple deadlines and prioritize.

CONTACTS:

Staff, students, outside vendors, regulatory agency representatives, Board of Trustees, Finance Committee, Investment Committee, auditors, parents, and general public.

WORKING CONDITIONS:

Normal office conditions.

PHYSICAL DEMANDS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels on the telephone.
5. Speak so that others may understand at normal levels on the telephone.

I have reviewed and understand the essential functions of this job description and am able to perform each function with/without (circle one) accommodation and in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position

and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Signature _____

Date _____

Prepared by: Margaret M. Cronin	Review of Job Description:
Title: President	Dates:
Date: March 2017	Initials:
Reviewed by:	
Accepted by:	