



BUSINESS MANAGER

Full-time Administrative Position

Responsibilities of the Business Manager include but are not limited to:

- Administering business and financial management matters related to tuition and fees, tuition invoicing and collection, accounts payable, cash management, payroll, personnel, employee benefits, employee attendance, employee contracts, and insurance.
- Maintaining accurate financial and accounting records within the accounting system.
- General office management including customer service, vendor relations, communication with staff, mailings and filing.
- Management of the electronic filing system and record retention of both paper and electronic financial and administrative files.

The Business Manager reports to the President but works closely with and takes some direction from the Finance Manager, currently an independent contractor. They work together to advise the President and Finance Committee in the financial management of the school. The Business Manager assists the Finance Manager as needed and requested in the following areas:

- Preparation of reports to represent and convey a concise picture of LCA's financial position
- Budget preparation and control
- Restricted contributions
- Investment reporting
- Contract administration
- Bank account reconciliations and discrepancy investigation
- Scanning payable and deposit documents
- Coordination of the annual audit/review and preparation of reconciliations and schedules
- Organizational efficiencies and internal control enhancements
- Finance Manager as resource for accounting information and resolution of issues

FUNCTIONS OF THE BUSINESS MANAGER:

1. Payroll (bi-weekly)

- Verify salaried employees' rates and hourly employees' hours worked, and process on Paylocity third party software
- Prepare Journal Entries to post appropriated expenses on QuickBooks software
- Track and monitor Paid Time Off for K-8 employees (ECP tracks their own)
- 403b Plan (Submit Payroll withholding after every payroll)
- Process tuition withholding and post to A/R (after every payroll)
- Facilitate calendar year-end procedures, including distribution of Forms W-2
- Maintain employee files, as well as I-9 forms and documentation, garnishments, etc.

2. Accounts Payable (weekly)

- Provide Purchase Orders when necessary
- Verify invoices and process payments on a timely basis
- Calculate Ohio Unemployment expense allocations (quarterly)
- Calculate Worker's Compensation expense allocations (semi-annually)
- Calculate Health Insurance, Pension/Disability expense allocations (monthly)
- Prepare Form 1099s and submit (annually)

3. Tuition billing and collection (annually & ongoing)

- Accurately invoice tuition to families, including application of financial aid/scholarships, discounts, and appropriate fees
- Upload tuition invoice amounts to FACTS Management
- Post tuition payments received via FACTS to QuickBooks (weekly)
- Interface with FACTS for tuition collection service
- Maintain in-house special situation accounts for tuition collection
- Track delinquent tuition accounts and work toward collection

4. Coordinate the tuition assistance process (annually)

- Interface with Diocese of Cleveland regarding applications through FACTS
- Assist parents with application process when needed
- Prepare and coordinate spreadsheet for analysis, and work with VP of Advancement to draft potential awards list
- Process tuition adjustments for tuition assistance (Diocesan and LCA)

5. State Scholarship Program Management (annually & ongoing)

Reports to the VP of Advancement for this function

- Distribute, collect, process, and organize Cleveland and EdChoice state scholarship applications
- Communicate and follow up with eligible families on matters related to their applications (missing paperwork, residency verification, etc.)
- Maintain accurate tracking of application statuses for real-time reporting
- Process scholarship checks from the Ohio Department of Education monthly
- Upload student attendance data to the Ohio Department of Education monthly

6. Parish subsidy billing and collection (annually & ongoing)

7. Cash management (weekly and ongoing)

- Monitor and manage cash accounts to ensure proper cash flow
- Remote check processing for deposits
- Cash deposits – in person at bank
- Enter credit card charges, reconcile, and process credit card payments
- Process transfers between bank accounts
- Maintain Square transactions (download and post to appropriate revenue accounts, transfer funds to parent-led organizations)
- Prepare deposits and process journal entries on QuickBooks
- Manage and update the bank account signers on all accounts and retain paperwork

8. Petty Cash (as needed)

- Monitor, replenish, and reconcile petty cash used for small purchases

9. Sales Tax (semi-annually)

- Calculate and remit applicable sales tax

10. Process Direct Debit (“ACH”)

- For Aftercare and Summer Camp charges (monthly) and as needed for tuition.

11. Human Resources

- Onboarding new employees including forms, payroll setup, and benefits
- Assist employees with enrollment/questions regarding employee benefits
- Liaison to Diocese of Cleveland on issues related to insurance, and benefits
- Administer FMLA paperwork
- Administer Short Term Disability Leave
- Worker’s Compensation and Unemployment inquiries
- Respond to Employment verifications

12. Prepare employment contracts for LCA Faculty (annually)

13. Prepare LCA Budget (annually)

- Work with President and Finance Manager to update salaries and benefits, and link to Budget.
- Enter budget changes as directed by President

14. Attend Finance Committee meetings, take Minutes, and provide input as needed

15. Prepare schedules and reconciliations for annual audit/review

16. Assist with reporting to outside organizations such as:

- Grants when financial information is needed
- Reports for the diocese and ODE upon request from Principal

17. Events Support

- Provide start-up cash
- Obtain alcohol licenses
- Obtain insurance for events

18. Coordinate with other administrators to ensure the proper execution of programs (i.e. summer camp, before/aftercare) (ongoing)

19. Customer Service-interface with a wide assortment of constituents including parents, teachers, staff, parishes, (ongoing)

20. Maintain relationships with banks, tuition management/payment center, vendors etc. (ongoing)

SKILLS AND ABILITIES REQUIRED:

- Strong understanding of bookkeeping, including receivables, payables and accruals
- Strong understanding of tuition billing and collection
- Strong working knowledge of QuickBooks, MS Word, and MS Excel
- Strong working knowledge of third-party payroll service, i.e. Paylocity
- Strong working knowledge of FACTS or similar platform for tuition management
- Written and verbal communication skills, especially with customer service and tuition collection
- Strong analytical skills and problem-solving skills
- Ability to prioritize work and work without direct supervision
- Good organizational skills
- Openness to learn unfamiliar accounting concepts
- Willingness to collaborate with all partners
- Willingness to research, discuss and institute operational efficiencies