



Position Description

Position: Business Manager
Department: Business Office
Reports to: President
Supervises: Business Office, Maintenance and Security Staff Members

I. Job Summary

The Business Manager plans and directs the financial, facilities and human resource operations of Guerin Prep High School. The Business Manager serves as the chief business officer and treasurer for Guerin Prep High School. This is accomplished in consultation with the President.

II. Responsibilities

Financial

- Directs the preparation, approval and oversight of the annual budget and assists the President and Board of Directors in long-range financial planning.
- Analyzes variances between the budget and actual results and recommends appropriate action, provides monthly reports to the Finance Committee, Administration, and Department Heads. Provides quarterly reports and presentation materials to the Board of Directors.
- Establishes financial procedures in consultation with the President, delineating systems and generally accepted accounting procedures to ensure the achievement of the financial objectives as determined by the Board of Directors.
- Responsible for maintaining appropriate banking relationships, cash flow planning and short-term borrowing.
- Supervises, approves, records, and reports all purchases in accordance with the budget and generally acceptable accounting procedures.
- Maintains a purchase order system to ensure internal control of the budget as recommended by generally accepted accounting procedures.
- Oversees all cash flow activities of the school.
- Reviews and approves all deposits/funds for transmission to the bank.
- Oversees the process for tuition collection and prepares reports of delinquency for the President and the Board of Directors.
- Supervises a competitive bidding process for all school expenditures over \$2,000 in conjunction with the President and the Finance Committee of the Board.
- Monitors short-term and long-term investment portfolios in accordance with directives and policies established and approved by the Board of Directors.

- Administers the annual financial review in conjunction with the outside accountants. Prepares work papers as requested by the outside accountants.
- Responsible for all insurance matters including, property, risk, workers compensation, student accident and faculty and staff medical/dental.
- Reviews all contracts that obligate the school for the signature of the President.
- Updates and maintains fixed asset and depreciation schedules.
- Coordinates the Financial Aid Application process. Oversees the processing of all awards, scholarships and external sources of funding.

Human Resources

- Directs all Human Resources functions for Guerin Prep including, health and dental insurance, life- and long-term disability insurance, pension, 403b, and workers' compensation claims.
- Prepares the payroll for processing twice monthly through a third party provider: prepares payroll schedule; audits time-keeping procedures to ensure accurate earnings are paid, prepares the payroll journal each month; answers employees' questions about payroll.
- Recommends changes in human resource policies and procedures to the President, the Administrative Team, and the Board of Directors.
- Reviews the health insurance plan annually for cost effectiveness in conjunction with the President.
- Makes new employees aware of all benefits that they may be eligible to receive.
- Arranges for criminal background checks and compliance with all state and Archdiocesan policies regarding Mandated Reporters Training and Virtus Training.
- Maintains accurate and up-to-date personnel files on each employee and ensures that the confidentiality of these records is protected.
- Works with the Administrative Team on the annual update of the Human Resources Policy and Procedures Manual for school employees.

Facilities

- Coordinates use of facilities, internal and external. Negotiates contracts for outside leases of Guerin Prep facilities.
- Oversees the routine operation of the physical plant in conjunction with the maintenance staff.
- Coordinates the after school use of facilities by outside groups in consultation with the Athletic Director and other members of the Administrative Council.
- Supervises the management, maintenance, scheduling and use of all school-owned vehicles.
- Conducts an annual inventory of the physical assets of the school for insurance and security purposes.
- Supervises security, maintenance personnel, student workers, and cleaning service.
- Reviews and coordinates proposals for building and grounds maintenance, repairs, renovations.

- Develops and monitors an annual budget for plant operation and capital improvements in conjunction with the Facilities Committee, for the approval of the President and the Board of Directors.

Miscellaneous

- Works as liaison and serves as staff to the Facilities Committee and Finance Committee of the Board of Directors.
- Works with the Director of Advancement to set goals for additional sources of funding for Guerin Prep.
- Works with the president, principal, director of technology, and IT consultant in coordinating the school's computer hardware and networking needs.
- Serves as a member of the Administrative Council and advises the Council in matters dealing with business affairs.
- Coordinates and manages building and renovation projects.
- Responsible for other items not covered in this job description. This includes performing special projects at the request of the President.
- Represents Guerin Prep at CASBA.
- Submits to an annual performance evaluation by the President.

III. Qualifications

- Bachelor's degree in accounting or its equivalent
- Experience in human resources and facilities management, desirable.
- Three to five years of experience.
- Fluent in Microsoft Word, Excel, and Power Point.
- Knowledge of MAS90 and AdminPlus, desirable.

Send resume and credentials to:

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