



## Business Manager

Santa Catalina School seeks an experienced, self-motivated, and outgoing accounting professional to become the school's next Business Manager. Reporting to the Assistant Head of School, the Business Manager is responsible for all aspects of the School's financial and accounting systems. The Business Manager is responsible for promoting clear communication and decision-making through accurate and timely financial reporting to a variety of stakeholders including the Head of School, members of the Board of Trustees, and senior school administrators. The Business Manager manages and updates internal controls policies to reflect FASB and GAAP guidelines to seek continuous improvement and to maintain government and regulatory compliance. The ideal candidate will thrive in a lively, highly collaborative environment, will have previous experience using Blackbaud Financial Edge suite of software applications, and is knowledgeable and experienced with non-profit accounting principles and practices.

Santa Catalina School, an independent Catholic school, is two schools on the same campus: The Lower and Middle School (grades PreK to 8) at Santa Catalina has long been recognized as the leading coeducational day school on the Monterey Peninsula. The Upper School, an all-girls college preparatory day and boarding school, is likewise known as the premier girl's independent boarding school on the West Coast. Situated on 36 acres in one of the best-known and most scenic locations in central California, the school recently opened a new Lower School building and amphitheatre, renovated the Middle School, and in January 2016 completed a new Mathematics and Science Center. The cornerstones of the Santa Catalina mission statement are Excellence, Spirituality, Service, and Responsibility. The academic program is committed to a rich liberal arts experience where students attend classes taught by a highly trained, dedicated faculty.

**Position: Business Manager**

**Reports to: Assistant Head of School**

**Reports from: Accounts Payable/Payroll Manager, Student Billing Manager, Bookstore Manager, and Transportation Department Manager**

The Business Manager is responsible for managing the financial resources of the school. Reporting to the Assistant Head of School, and working with the Head of School, Board Finance Chair(s) and designated trustees, administrators, faculty, and staff on campus and potentially all student families, students, and vendors, this position will think critically, is detail oriented, and will strategically focus on the utilization of the School's financial resources. The position communicates clearly, accurately, and enthusiastically regarding relevant financial information to stakeholders. The Business Manager is a member of the Tuition Assistance Committee and serves as a School representative on the Audit, Finance, Investment and Risk Management Committees of the Board of Trustees.

The Business Manager performs monthly closes of the School's financial statements (including preparation of journal entries and reconciliations of general ledger accounts) in accordance with established timelines with the assistance of the AP and Billing staff members, prepares overall and departmental monthly financial statements for reporting to the Assistant Head and Head of School, Department Heads, and the Board Finance Chair(s).

The Business Manager works with the School's investment fund management firm to prepare and maintain required paperwork to establish investment management relationships, and prepare quarterly reconciliation and reporting of School's endowment, in accordance with established timelines.

### **Essential Duties and Responsibilities**

- Develop, oversee and implement financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate and timely financial reporting.
- Work with Assistant Head of School and the Development Office to ensure accurate and timely recording of gifts and reconciliation of detailed reports to the general ledger. Monitor and track use of funds assuring donor compliance.
- Proactively make recommendations to update School's accounting, financial reporting, and internal controls policies and procedures to reflect current FASB and GAAP guidelines, to seek continuous improvement, and to achieve government and regulatory compliance.
- Oversee business functions, including: tuition billing and collection, accounts payable, non-employment contracting, payroll, non-employment, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities and duties consistent with the role of Business Manager.
- Provide timely financial reports to Leadership Team and the Board.
- Monitor cash positions daily and reconcile bank accounts on a monthly basis.
- Administer and prepare the annual budget in collaboration with all of School's stakeholders, and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- Responsible for and is the primary leader in the annual financial audit and any other audits by outside authorities.
- Prepare and file federal, state, and local tax returns in conjunction with third party independent CPA.
- Support the Leadership Team in developing school strategy, providing recommendations, financial analysis, projections, and other data as applicable.
- Collaborate with and assist the Assistant Head of School, Head of School, and Trustees in meeting fiduciary responsibilities.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and, in consultation with Assistant Head of School and external counsel as applicable, ensure that human resources policies conform to legal requirements.

- Oversee the HR and payroll process, including the timely submission of all payroll related items including semi-monthly 403(b) contributions and annual reporting requirements.
- Remain current with human resource policies and business management trends in independent schools.
- Communicate clearly and enthusiastically to all staff and required stakeholders.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Lead school-wide risk management assessments with insurance providers.
- Participate as a member of the Safety Committee.

**Qualifications:**

- 5 to 10+ years of accounting experience. Preference may be given to candidates with non-profit accounting experience, including knowledge of 990 and 5500 return preparation.
- Bachelor's degree: Accounting concentration.
- CPA experience preferred.
- 3 to 5+ years of Human Resources management experience preferred, including knowledge of 403(b) retirement plan.
- Knowledge of Financial Edge by Blackbaud preferred.

**To Apply:**

To make an application, please visit this website to complete and submit your materials online:

<http://www.santacatalina.org/upper-school/who-we-are/employment/administration-openings>

In accordance with applicable laws, Santa Catalina School is an equal opportunity employer.