

## **Business Manager**

**Status:** Part Time; .66 FTE, Remote and in person, flexible schedule



**Reports to:** Board of Directors, Board Treasurer, Head of Schools

If interested please email a resume and contact Dominic Sepich. ([dsepich@kingswoodacademy.org](mailto:dsepich@kingswoodacademy.org))

### **Who We Are**

Kingswood Academy is an independent Catholic school within the Joliet Diocese, serving students in pre-Kindergarten through eighth grade. Kingswood Academy adheres to the teachings of the Catholic Church and emphasizes the philosophy of the laity.

### **Our Mission**

The central mission of Kingswood Academy is to aid parents in fulfilling their role as the primary educators of their children by providing for their moral, spiritual, and intellectual formation. In its educational programs, Kingswood Academy strives to provide an environment of academic excellence, good character formation, and respect for the dignity of each person. Kingswood Academy assists parents to cultivate the human virtues and develop a strong moral character in their children so that they become competent, responsible men and women who live by Christian principles.

### **Job Summary**

This position reports to and works closely with the Head of School and Board of Directors. The Business Manager is primarily responsible for overseeing the school budget, payroll, accounts payable and receivable, and financial reporting. The role includes some aspects of human resources, including background checks, maintaining compliance and personnel files, and assisting with insurance enrollment and benefits administration. This position plays a vital role in the ability to advance the school mission and secure Kingswood Academy's sustainability.

The ideal candidate fully supports the mission of the school and lives it out. This person is a self-starter with superb organizational skills and a strong financial acumen. This individual is a practicing Catholic who makes a conscious decision to incorporate the Catholic faith into all activities and is inspired to make a difference in the lives of young people.

### **Responsibilities**

- Report to the Board of Directors and Treasurer of the Board as needed
- Assist in implementing a new budgeting software program
- Collaborate and plan with the Kingswood team to strategically oversee and align the school budget and its priorities
- Generate financial reports as requested
- Perform general bookkeeping (maintaining accurate journals, ledger and chart of accounts)

- Manage banking relationship and activities for the school, which includes reconciliations, petty cash, and serving as a signee for checks and deposits
- Oversee and process accounts payable and receivable
- Process month-end and year-end closing
- Serve on the Finance Committee which reports to the Board of Directors
- Oversee the Partner in Fundraising obligation, including tracking and reimbursements as needed
- Develop, receive Board approval for, and distribute annual school enrollment contracts
- Oversee the financial aid/scholarship process for the school
- Collaborate with Director of Development and Fundraising on reconciling donor revenues
- Manage school personnel records
- Conduct background checks and assist with the hiring and termination processes
- Process payroll for all school employees
- Collaborate with the Head of School to develop teachers' contracts and salaries
- Collect and process completed school enrollment contracts
- Prepare annual tax return for the school and any related tax documents
- Serve as a parent liaison regarding tuition and financial considerations

### **Qualifications**

- Bachelor's degree in accounting or related field preferred
- Accounting and bookkeeping experience required
- Experience with Google Suite, Microsoft, and accounting software
- Strong written, oral, interpersonal, and persuasive presentation skills
- Excellent judgment and creative problem-solving skills; self-reliant and results-oriented
- Ability to balance and contribute to high-level strategic development and tactical details of implementation
- Ability to manage and meet multiple deadlines with high attention to detail
- Mission-orientation around the main goals of the school

### **Benefits**

- Salary commensurate with experience (30,000 to 40,000)
- Flexible scheduling with remote possibility
- Flexible summer schedule with reduced hours
- Follows the school holiday calendar
- Tuition discount for students