**Business Manager Immaculata High School**

Immaculata High School, Somerville, NJ is seeking a full time Business Manager. The School Business Manager supports the operational and business functions of the school.  The Business Manager has three main areas of responsibility; financial, personnel, and facilities management.

**Financial Management**

* Drafts the budget, monitors the total budgeting process, and manages fixed assets and accounting functions of the school.
* Allocates resources for activities in collaboration with the school staff and the Director/Head of School.
* Produces quarterly financial statements including Budget vs. Actual.
* Analyzes income, expenses, and financial trends.
* Responsible for all accounts payables, receivables, and payroll.
* Assist the Director/Head of School in the development of school goals and strategies in conjunction with the School Board and Parish Council for Financial Affairs.

**Personnel Management**

* Monitors and responsible for the administration of salary and benefits policies.
* Maintains files for all employees.

**Facilities Management**

* Manages facilities and capital projects.
* Insures building and equipment permits are current and inspections occur as required.
* Solicits outside expertise to better inform property decisions as appropriate.

This position also supervises business support staff, evaluates need for upgrades to existing systems, process, and equipment to support school activities and operations.

**Qualifications should include:**

* Practicing Roman Catholic, active in parish life.
* Knowledge of and commitment to the mission of the Church and the school.
* Participates in personal ongoing spiritual formation.
* Excellent communications skills both written and oral.

**Education/Experience:**

* A bachelor’s degree in business or related field is preferred (Finance, Business Administration, Accounting, etc.)
* Experience in non-profit in a business related capacity. Experience in Catholic Schools a plus.
* Strong computer skills especially in accounting software. Experience in Quickbooks a plus.

**Candidates may send their resumes to:** [**PTiger@Immaculatahighschool.org**](mailto:PTiger@Immaculatahighschool.org) **or to the Business Search Committee, Immaculata High School, 240 Mountain Avenue, Somerville, NJ 08876 by November 15th.**