

BUSINESS MANAGER

Christ the Redeemer Catholic School

11511 Huffmeister Rd, Houston, TX 77065

Experience: 5-10 years of similar experience in a school, non-profit organization or small business with a Bachelor's degree in Accounting or Finance

Personal Requirements:

- Strong accounting skills with ability to process detailed transactions as well as provide high-level financial analysis
- Excellent organizational skills with ability to multi-task, meet deadlines and maintain organized business records for the school
- Excellent written and oral communication skills
- Trustworthiness to handle confidential financial and personal information about employees and families
- Desire to work as a servant leader in a Catholic school community.

Key Job Responsibilities:

- **Financial Accounting** – maintain all accounting records for the school, including tuition, fundraising and donation revenues; accounts payable and purchasing; extended day program, student activities and athletics; work with parish business office to coordinate intercompany transactions and monthly/annual general ledger close; ensure that internal control procedures are followed
- **Financial Reporting** – prepare monthly financial statements including analysis of variances from budget and projection of actual annual results
- **Budgeting** – prepare and monitor annual operating budget; prepare long-term budgets as requested by principal and pastor
- **Cash Management** – maintain appropriate balances in operating and savings accounts; prepare accounts for monthly bank reconciliation by parish business office
- **Tuition Management** – serve as administrator of FACTS tuition system ensuring that family tuition agreements are properly maintained and system is appropriately updated; communicate with families about past-due tuition accounts
- **Financial Aid** – oversee the annual tuition assistance process for families and coordinate annual meeting of parish financial aid committee; communicate with families to help manage their accounts in times of hardship
- **Payroll** – process bi-weekly payroll for employees, substitute teachers and coaches
- **Human Resources** – manage onboarding process for new employees; coordinate annual open enrollment for benefits; serve as liaison between employees and the Archdiocesan HR office for questions and concerns

To apply, email resume and cover letter to Principal Dan Courtney,
dan.courtney@ctrschool.com.