



**TITLE: BUSINESS MANAGER & FINANCIAL OFFICER**

**QUALIFICATIONS:**

CPA Certification preferred

Accounting/bookkeeping experience, understanding of building maintenance, experience with supervision of office staff, ability to meet public well, public relations experience

**REPORTS TO:**

BCS President

**JOB GOAL:**

To plan and manage the business affairs of the school system in accordance with the goals and mission of the Billings Catholic Schools and in compliance with pertinent laws, state regulations and BCS Board policies.

**PROFESSIONAL RESPONSIBILITIES:**

**A. Budgeting & Financial Planning**

- 1) Coordinate and manage the function of financial reporting and planning for the BCS system, including the preparation of the monthly financial reports and the annual budget for presentation to the President, BCS administrators and the School Board
- 2) Coordinate and manage the accounting function, using current policies, practices and accounting principles, ensuring that the system derives maximum benefit through the judicious management of all funds and resources
- 3) Forecast revenue, cash flows, and analyze ledgers
- 4) Prepare Business Committee agenda with Business Committee Chair (2 meetings per month)
- 5) Reconcile all Billings Catholic Schools accounts and financial statements
- 6) Consult with the President and board Business Committee before expending any funds that are not part of the approved annual budget, extraordinary in nature, or in excess of the approved budget
- 7) Identify and investigate variances in budgeted and actual expenditures
- 8) Achieve financial objectives in preparing the annual budget by scheduling expenditures, analyzing variances, and initiating notice to administrative staff and corrective actions

**B. Audit coordination**

- 1) Maintain and prepare necessary materials for the annual audit
- 2) Schedule and coordinate annual independent audits of BCS records and accounts

C. Purchasing

- 1) Manage the functions of purchasing and warehousing to ensure the system will realize maximum value both educationally and financially when securing supplies, materials, equipment, and services
- 2) Verify purchase requisitions by comparing items requested to identified needs

D. Personnel Management & Benefits

- 1) Protect the confidential information regarding employees, families, and students
- 2) Coordinate and manage the function of employee benefits and insurance (via the diocese), securing the needed protection for both the individual employees and for capital assets
- 3) Supervise assigned personnel, conduct annual performance appraisals

E. Other Functions

- 1) Participate in BCS strategic planning and fraud prevention
- 2) Provide historic reference by defining procedure for retention, protection, retrieval, transfer, and disposal of records
- 3) Participate on BCS board committees as necessary and attend monthly board meetings
- 4) Be knowledgeable and proficient with all office software systems, including, but not limited to, Sage, MS Office Suite, PowerSchool, and School Admin
- 5) Manage the ACE scholarships program and all other scholarship funds in cooperation with the BCS President, Accounts Payable and Accounts Receivable positions in the BCS Finance Department
- 6) Perform other duties/tasks as assigned

**TERMS OF EMPLOYMENT:** Twelve (12) month year.  
Salary negotiated.  
Probationary period is \_\_\_\_\_.

**EVALUATION:** Yearly by BCS President

**\* I have been provided a copy of this job description. By signing this form, I am stating that I am capable of performing the duties of this position and will do so to the best of my ability.**

\_\_\_\_\_  
*Employee Name: (please print)*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Supervisor Name and Title: (please print)*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Supervisor Signature:*