

# CREIGHTON PREPARATORY SCHOOL

## **Job Title: Director of Business Operations**

**General Summary:** Responsible for tuition billing and collection, management of the Business Office staff, accounts payable, payroll and financial aid.

### **Responsibilities:**

- Manages the Business Office staff and activities.
- Responsible for all aspects of tuition billing, collection, and reporting.
- Serves as a member of the Financial Aid Committee.
- Works closely with President, Development, and VP of Finance/Operations on scholarship and grant establishment and management of records.
- Coordinates the annual financial aid process with the VP of Finance/Operations, Financial Aid Committee, and the office staff.
- Monitors the day-to-day operation and procedures of the Business Office for compliance with internal controls, policies, and regulations.
- Manages all aspects of accounts payable which includes scheduling timely payment of approved vendor invoices, verification of account numbers, compliance with tax-exempt rules.
- Recommends policy and procedural changes to VP of Finance/Operations relating to the financial and business practices of the school.
- Works with the Human Resources Manager to prepare employee payroll and monitors insurance, Workers Compensation, benefits, and 403(b) contribution payments.
- Works closely with Account Managers and/or Department Chairs regarding their budgets and account purchases.
- Manages the processing of the financial receivables of BASH in April.
- Assists VP of Finance/Operations with overseeing daily cash flow.
- Performs related duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Must maintain a high degree of confidentiality, accuracy, and attention to detail while maintaining awareness of efficiency.
- Ability to establish priorities and organize workload to meet required deadlines.
- Knowledge of business and accounting procedures, rules, regulations, standards, and laws.
- Ability to interact with parents and staff in stressful situations. Must possess strong interpersonal skills.
- Strong communication skills are necessary. Must be able to make group presentations.
- Knowledge of Windows, Word, Excel, Blackbaud and school's database software system.

**Supervision:** Reports to the VP of Finance/Business Operations

**Education and Experience:** Associates Degree in Business/Accounting or equivalent experience. Knowledge of accounting, computer software, insurance, and collection required. Five years experience in related areas.