



Omaha Catholic School Consortium

Position Description

POSITION TITLE: Business Manager
REPORTS TO: Omaha Catholic School Consortium (OCSC) Business Manager
POSITION STATUS: Non-Exempt

Position Summary: Under the direction and supervision of the Executive Director, the Omaha Catholic School Consortium Business manager develops and oversees all business management activities, including budgeting, purchasing, accounts payable, accounts receivable, payroll and other related duties for the OCSC school sites and business office.

Principal Duties and Responsibilities:

Plans, organizes and directs the daily business management operations of the Omaha Catholic School Consortium.

Assists the Executive Director and others in the development, implementation and compliance with OCSC policies as they concern finance, purchasing, daily accounting, data processing and business support services.

Together with the Executive Director, prepares and manages the annual budget.

Is responsible for the payroll, budgeting, accounts payable and receivable, tuition and fee processing, financial aid, financial reporting and other business functions

Ensures compliance with all policies regarding budgeting, reporting, and auditing procedures of the Archdiocese of Omaha

Assists the Executive Director, Pastors and Administrators of the Consortium schools in the hiring and supervision of maintenance and custodial staffs in the school sites.

Provides administrative and management advice to the Executive Director.

Maintains the utmost confidentiality of privileged information concerning the programs, staff and students of the Omaha Catholic School Consortium

Performs related duties on request.

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Knowledge, Skills and Abilities Required:

Advanced understanding of budgets, financial reports and other related activities in business management with an emphasis on non-profit organizations

Working knowledge of Quickbooks, Microsoft Excel and Microsoft Word

Ability to communicate concisely, both orally and in writing

Ability to work effectively and professionally with staff members, families and students

Required Education and Experience:

Four year college degree in accounting or business

Previous experience in public or private accounting