



# Saint Vincent Academy

## Part-Time School Business Manager

### Qualifications:

- Candidate shall be a consultant to the school and work in the capacity of an independent contractor with flexible hours ranging, on average, from 8 to 16 hours per week. Salary commensurate with demonstrated experience.
- Candidate shall possess knowledge of and experience with budgeting, P&L analysis, financial reporting, payroll, purchasing, collection, investment management, cash management, financial technology (including QuickBooks), fiscal control, risk management, insurance (including general liability, health, professional, and E&O), and pension plan benefits.
- Candidate must demonstrate a commitment to collaborative problem solving, working in cooperation with Administration and Board in a creative, positive management style.

### Duties and Responsibilities:

- Responsible for preparation of annual budget for submission to and approval by the Board.
- Responsible for analyzing budget variances and preparing financial reports for the Board on a quarterly basis.
- Responsible for oversight of payroll, purchasing, billing, collection, and internal accounting.
- Responsible for oversight and performance evaluation of investment funds (unrestricted, endowment, capital, and plant). Monitor asst allocations and rebalance investments as necessary.
- Responsible for analysis, recommendation, and oversight of drawdowns on restricted and unrestricted funds.