

Position Title: Business Administrator

Employment Status: Full-Time, Fiscal Year

Reports To: Principal

Hours of Work: 32/wk Monday-Thursday 6:30a-2:30p

Hourly Wage: \$18.25/hr



Purpose: Responsible for financial-related aspects of the school administration, including accounting, payroll, accounts payable, budget development, cash management, reporting, human resource and building management. Also assists in strategic planning and business problem-solving, helping the school carry out its mission.

Essential Functions

- Prepare operating and capital budget with direction from the principal and Finance Committee.
- Prepare agendas and financial statements for Finance Committee meetings.
- Reconcile bank statements.
- Monitor the cash flow.
- Transaction recording.
- Process payables and produce checks.
- Manage employee contracts, gather all needed hiring forms, including fingerprinting.
- Manage the Diocesan Safe Environment Program (VIRTUS).
- Process employees into Paycor and make files.
- Maintain hiring forms and current job descriptions.
- Oversee and work with Scrip Coordinator to ensure the program runs properly.
- Work with the Home School Association to oversee finances.
- Handle all purchases.
- Assist administrative assistance with registration.
- Work closely with advancement coordinator.
- Maintain a plan for the upcoming building and grounds needs and review it annually with principal and finance committee.
- Work with buildings and grounds chair to manage contracted work.
- Oversee custodian on keeping building in best condition possible.

Skills, Knowledge, and Abilities:

- Be a champion of Father Marquette Catholic Academy and its mission.
- Display effective, positive, and team-focused communication.
- Have good interpersonal and communication skills.
- Ability to learn and use various computer applications, systems, and databases.
- Requires a high degree of confidentiality.
- Requires accuracy and attention to detail.
- Experience in bookkeeping, accounting or related fields preferred.
- Must be able to complete fingerprint scan, background check, and VIRTUS training.

Submit a cover letter, resume, and references to Melissa Pillifant at principal@fathermarquette.org.