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**POSITION DESCRIPTION**

**Job Title**: Assistant Director of Business Services

**Reports to:** Director of Business Services

**Position Summary:**

This position assists the Director of Business Services with key tasks associated with that position as well as the management of the direct reports. In addition to monthly accounting functions, the Assistant Director takes a lead role in the review and preparation of the monthly financial statements, fund accounting for all investments and school choice and financial audits. In this small, non-profit business, the position is the back up for all key positions.

**General Duties/Responsibilities:**

**Accounting Functions**

* Responsible for month-end close procedures for SMCS operational accounts; monitor accounts and budget goals; documentation is filed for future reference by auditors
* Assists with preparation of financial statements
* Prepares month-end review of donations and investment accounts; assure proper fund accounting procedures are followed, reports prepared and distributed according to established guidelines
* Assists with financial and school choice audits to ensure compliance
* Reviews accounts payable and receivable sub-ledgers and reconcile to general ledger account balances
* Provides research and resolution support for accounting-related problems
* Prepares month-end review of volunteer-driven activity accounts; distribute reports to staff and volunteer leaders who work with accounts; assist with problems
* Assists with the development and documentation of business processes and accounting policies; suggest ways to improve efficiencies
* Acts as lead person for the business office in relation to system fundraising activities which may involve occasional night and/or weekend support

**Management and Support Functions**

* **Technology Department**
* **Food Services Department**
* **Business Services Department**
* Payroll
* SCRIP
* Fund raising & software management
* AP/AR
* Tuition and tuition assistance
* Bank reconciliations
* Other duties as assigned

**Qualifications:**

* Bachelor’s degree in accounting or finance strongly preferred but will consider associate degree.
* Five+ years relevant experience, non-profit setting a plus
* Advanced experience in Microsoft Excel; experience in accounting software applications and database management
* Must comply with Diocesan Safe Environment Compliance requirements

**Knowledge, Skills and Abilities:**

* Solid knowledge of basic and advanced accounting and financial principles and practices preferably in a non-profit setting.
* Strong analytical skills; ability to analyze financial data including the creation of spreadsheets, explaining variances, identifying issues and making appropriate recommendations
* Proven problem solving skills; understands workflow, systems and importance of sustainable solutions
* Exemplifies excellent organizational and time management skills; ability to work productively with management to establish and modify always-changing priorities to meet critical deadlines
* Ability to create synergy in a donor/volunteer environment where exceptional communication, cooperation, flexibility, proactive thinking and constant process improvement is expected
* Ability to maintain confidentiality and appreciate responsibility of processing restricted data
* Demonstrates a strong customer-service mindset for both internal and external customers

**Christian Commitment:**

* Role model and witness to a Christian lifestyle
* Promote a positive, charitable spirit and nurture a Christian environment within the school community.

*I accept the above responsibilities and by signature indicate my willingness to* *participate in implementing the values of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_