



Position Description

Title: Director of Business Services

Reports to: SMCS President

Full-time, exempt

Position Summary: Reporting directly to the SMCS President, the Director of Business Services collaborates with senior staff and the Board of Trustees (BOT) to support the mission of SMCS. The Director provides vision and leadership for the business office, building and grounds and food and nutrition services for St. Mary Catholic Schools. The Director is responsible for oversight on business services functions including the 10-year financial plan, annual budget process, accounting/financial services, Scrip Program, SMCS Foundation, external and compliance audits and the Wisconsin Parental Choice Program (WPCP).

Job Responsibilities:

Management Support

- Works proactively with SMCS President, BOT Treasurer and Finance Committee to identify issues, analyze problems, and make informed decisions/recommendations in a timely manner when addressing financial challenges and implementing solutions
- Represent the school system on various internal and external board, committees and functions as needed
- Responsible for implementing and documenting policies and procedures; seeks way to streamline processes and improve efficiencies
- Responsible for hiring, supervising, supporting and evaluating staff in business services, buildings and grounds and food and nutrition services
- Member of the SMCS Foundation Board; oversees preparation of reports as requested
- Member of the SMCS Leadership team; provides support and ideas for maximizing financial resources for administrators, other staff leaders, donors, volunteers and booster groups
- Works closely with the Advancement team to provide support for all fundraisers.
- Partners with Human Resources on compensation and benefit programs; assists with the staffing budget, contract preparation, benefit management and audit oversight
- Other duties as assigned

Fiscal Management/Business Services

- Prepares through the SMCS Finance Committee, the annual budget for the school. Ensures appropriate monitoring and managing of the budget and monthly financial reports for the BOT throughout the year
- Provides oversight for the school finances, financial aid program and school property, including process improvement to ensure efficiency, effectiveness and accuracy
- Manages all legal affairs including the filing of all required school reports such as NCEA, DPI and ACA
- Approves operating contracts with SMCS vendors
- Make periodic financial reports to the BOT including attendance at relevant work studies and work with administrative leaders to develop program priorities and budget recommendations
- Oversee management of support functions related to payroll, accounts payable/receivable, bank reconciliations, Scrip, tuition services and donation receipts
- Responsible for month-end close procedures for SMCS operational accounts; monitor accounts and budget goals; documentation for audits

- Prepares month-end review of volunteer-driven activity accounts; distribute reports to staff and volunteer leaders who work with accounts
- Prepares month-end review of donations and investment accounts; reconciles with Advancement software Results Plus; assures proper financial accounting procedures are followed, reports prepared and distributed according to established guidelines
- Responsible for oversight of the office functions of the SMCS Foundation
- Oversees the financial, school choice and foundation audits. Works with departments to assure compliance requirements are met
- Oversees and supports various business software options such as Greater Giving, Pay Pal, Sign-up Genius and Square for activities and fundraisers throughout the system
- Ensure compliance with law, policy, rules, and regulations, and establish and maintain internal controls and procedures
- Supervises the preparation and/or completes in an accurate and timely manner all relevant state and federal reports for the purpose of compliance

Building & Grounds

- Oversee Buildings and Grounds including the management of the staff, and vendors, provides support as needed
- Assists the Director of Building and Grounds with maintenance plans and long-term facility needs on an annual basis

Food & Nutrition Services

- Provides support to the Director of Food Service in budget development, monitoring, and establishing objectives for increased program participation
- Oversee the Food Service program including the management of the food service staff, vendors, the Free and Reduced lunch program and DPI reporting requirements

Qualifications:

- Bachelor's Degree in business administration or accounting
- 5+ years of relevant experience with a demonstrated record of success, possessing insights into best practices and innovative approaches to enhance financial stability. Prior experience in an educational or not-for-profit environment a plus
- Experience supervising a team, ability to create open communication and team collaboration
- Strong communication, leadership, and decision-making skills; ability to work independently and collaboratively
- Possess an excellent consultative approach to management with sound experience in planning and organizational skills and able to meet critical deadlines
- Must be fluent in Microsoft Office Word and Excel, experience with Blackbaud Software a plus

Catholic/Christian commitment:

- Role model and witness to a Christian lifestyle; ideally a practicing Catholic in good standing and committed to the mission of the schools and school community
- Promote a positive, charitable spirit and nurture a Catholic/Christian environment within the school community

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.

Print Name: _____

Signature: _____ Date: _____