

# Gehlen Catholic

## Position Description

**JOB TITLE:** Business Manager

**FLSA STATUS:** No

**REPORTS TO:** President

**HRS/WK:** 40

**DATE REVISED:** April 2025

**Primary Purpose:** Oversee all financial operations of Gehlen Catholic School and manage the functions of the school business office. This includes budget development, reporting, auditing, payroll, and benefit administration, as well as financial oversight of affiliated organizations.

### **Essential Functions:**

#### **Financial Reporting & Oversight**

- Attend monthly board meetings to report on the financial status of the school.
- Prepare and explain monthly consolidated financial reports to school leadership and board.
- Provide additional financial analysis and reports as requested.

#### **Funding & Compliance**

- Oversee parish, state, and federal funding streams and financial programs.
- Manage the State of Iowa Education Savings Accounts (ESA) program, including communication with families and distribution of funding to appropriate accounts.

#### **Audit & Internal Controls**

- Serve as lead contact for the annual audit/AUP process, preparing all documentation as needed.
- Maintain internal control processes to ensure segregation of duties and financial integrity.

#### **Budgeting & Planning**

- Prepare and monitor the annual school budget in coordination with administration and the Finance Committee.
- Assist in long-range financial planning including capital improvements and new program costs.

#### **Accounting Operations**

- Manage accounts payable and receivable, audit bills, and prepare deposits across multiple funds.
- Oversee financial activity of accounts for student groups and school-related trips or events.
- Maintain accounting software and accurate financial records.

#### **Payroll & Benefits**

- Process payroll and handle all payroll tax deposits and withholding liabilities.
- Issue W-2s, 1099s, and quarterly 941 returns.

- Administer employee benefits, maintain personnel records, and submit 401(k) contributions per plan and IRS timelines.

#### **Human Resources Administration**

- Prepare annual employment contracts and letters of employment.
- Track PTO, manage online timecards, and ensure compliance with personnel policies.

#### **Property & Asset Management**

- Maintain inventory records for all equipment and property.
- Establish procedures for safeguarding school assets.

#### **J-Club and Fine Arts Financial Management**

- Serve as financial coordinator for J-Club and Fine Arts Boosters.
- Attend monthly meetings, provide financial updates, manage deposits, and coordinate disbursements in collaboration with leadership from each group.

#### **Other Duties**

- Assist with special projects or serve in place of the Business Office Administrative Assistant as needed.

#### **Knowledge, Skills, and Experience Required or Preferred:**

- Bachelor's degree in accounting required.
- Minimum of three years' experience in accounting, auditing, or business management preferred.
- Proficiency with Microsoft Office, Sage 50, QuickBooks, and Google Workspace tools.
- Strong analytical and organizational skills with high attention to detail.
- Excellent interpersonal and written/verbal communication skills.
- Ability to maintain confidentiality and meet deadlines under pressure.
- Experience working with administrative boards and financial committees preferred.
- Commitment to the mission and Catholic values of Gehlen Catholic School.

#### **Physical and Cognitive Requirements:**

- Sedentary work: sitting most of the time, with occasional walking and standing.
- Ability to drive and attend evening or weekend meetings as needed.
- Work performed mainly indoors, with occasional travel-related exposure to outdoor conditions.
- Requires intellectual and practical problem-solving skills with comprehension of complex concepts.

**Benefits:**

- 401K with matching.
- Dental insurance
- Employee discount
- Health insurance
- Vision insurance

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties and my supervisor has reviewed these requirements with me. In addition, I affirm that I understand my role in ministry of the church, that I fully support that ministry, and that I will behave in a way that is consistent with the guidance of the Bishop and the greater church. I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(President)