

Job Description Business Manager

August 26, 2022

Position: Business Manager

Class: Full time 40+ hours per week

Salary: Negotiable

403 B Retirement: Employees eligible to participate after 1 year of service

Health insurance reimbursement plan, QSEHRA plan effective Jan. 2023



1100 N. Bonnie Brae
Denton, Texas 76201

Job Duties:

The Loreto House Business Manager works under the direct supervision of the President and manages the overall functions of the mission:

Accounting and Financial Management

Implement and enforce established financial protocols and controls.

Track deposits and coordinates with development staff in the tracking and monitoring of gifts, donations, foundation receipts, and other revenue streams.

Provide monthly budget reports to the President and development director.

Provide monthly financial reports for the Finance Committee and Board; attend monthly Finance Committee meeting conference calls.

Assist in the development of organizational budgets.

Work with the Financial Consultant to ensure the organization is audit ready; maintain all audit files and documentation; assist through audit process.

Manage, track, and ensure all accounts payable and accounts receivables are paid and collected in timely manner.

Reconcile monthly bank and credit card statements and ensure accuracy of the general ledger.

Submit, manage, and enter weekly and bi-weekly payroll.

Oversee all organizational purchasing.

Government Contract Fiscal Management

Ensure compliance with all applicable contracts.

Monitor contract spending, including ensuring continuity of contract budgets with organizational budgets.

Oversee agency fiscal site visits to ensure adherence to contract fiscal requirements.

Submit contract budget amendments with written budget justifications.

All fiscal forms/budget forms required by state agencies.

Maintain relationship with state agencies contract manager and fiscal departments.

Maintain proper compliance of background checks for employees and volunteers.

Maintain "Safe Environment" compliance with the Fort Worth Diocese.

Maintain HIPAA and E Verify compliance for all employees.

Administrative Operations

Assist the Work closely with the Center Managers, staff, and volunteers to help maintain proper services to the guests. Assist the staff in establishing policies for educational and faith services. Oversee facilities management and maintenance. Oversee vendor relations and maintaining online accounts, act as primary contact with building management and vendors. Maintain and renew organizational insurance policies.



Additional requirements and other possible duties:

The Business Manager should have/or the ability to learn the following:

QuickBooks, Microsoft Word, Excel, Power Point.

Candidate must be able to communicate all correspondence with proper English composition and clarity. Reports should be professional in appearance.

The Business Manager will work closely with the President and may assist in meetings with donors.

The candidate must be a practicing Catholic and in agreement with the Loreto House Statement of Faith.

The Business Manager is an ambassador for Loreto House and will leverage personal opportunities and associations to help spread the good works of Loreto House.

Basic computer skills required and the ability to learn office phone, I.T. systems, and other technical aspects of a modern-day organization. The Business Manager is the “right hand person” to the President and will be asked to assist the President in the overall functions of the organization.

Job is subject to background clearance and acceptable references.

Concise resume and salary requirements to be sent to:

Randy Bollig, President
Loreto House
Randy@loretohouse.org
214-850-4073 Cell