



Diocese of Fort Worth Position Description

Position: Business Manager
Date Revised: February 26, 2019
Reports to: School Principal
Location: St Andrew Catholic School
3304 Dryden Road
Fort Worth, Texas 76109
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 85 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Business Manager fulfills the mission of the school by assisting the Principal regarding the fiscal matters of the school, maintaining the bookkeeping, assisting in the preparation of the budget, compiling reports for the Principal and various committees, and advising the Principal concerning other financial matters. This position reports to and is evaluated by the Principal.

Principal Accountabilities:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Prepares monthly financial statements for the school's operations, the Endowment, parent association, and clubs
- Maintains records and communication to support the Development Office, business and finance councils, and outside CPA
- Processes and executes accounts payable and receivable
- Prepares and submits quarterly sales tax report
- Reconciles all accounts and performs end-of-year close-outs
- Performs budget analysis and keeps the Principal informed of budget trends, reviewing before each Advisory Council meeting
- Supports the billing of tuition and the tuition assistance
- Communicates effectively within the school community



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- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff
- Oversees, monitors and processes payroll twice a month
- Responsible for all other projects, tasks, etc., as assigned.

Important Job Functions:

- Collaborates with peers to enhance the work environment and support planning
- Provides assistance to the Principal in the development of the annual budget
- Implements management of funds and investments per the direction of the Principal
- Maintains appropriate filing system (paper and digital) including archiving requirements for payroll, accounts receivable, accounts payable, monthly finance
- Attends and assists with school events when cash is involved and insures appropriate cash handling procedures
- Attend two monthly meetings (School Advisory Council and Parish Finance Council) at the discretion of Principal or Pastor, respectively

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard office and school conditions
- Required to lift or carry supplies, books, furniture, and equipment to a maximum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

Education and Experience Preferred:

- Bachelor's Degree preferred
- Bookkeeping experience preferred

Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community



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- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

FLSA Designation: Exempt

<hr/> <p>Position Description Approved By</p>	<hr/> <p>Date</p>
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.