

La Salle Academy
Business Manager Position Description

La Salle Academy
 1434 N. Second Street
 Philadelphia, PA 19122

Position	Business Manager
Start Date	May 2024
Schedule	Full-time
Salary	\$70,000 to \$80,000

About La Salle Academy

Started in 2003, La Salle Academy (LSA) is a small, independent, Catholic grade school, educating children grades 3rd through 8th, that exclusively serves children from low-income families from across Philadelphia. Run in the tradition of the Christian Brothers and the Sisters of St. Joseph, La Salle is a San Miguel model school dedicated to achieving children’s success academically and spiritually in a supportive, faith-based learning environment.

La Salle Academy’s unique benefits include:

- Small Classes: 15:1 student/teacher ratio
- Extended School Day/School Year
- On-site nurse and social worker

We are now seeking a Business Manager to join our team and support our school’s mission of educating the whole child and acknowledging the potential in every individual. This position reports to the President. LSA offers a comprehensive benefits package that includes health insurance and a 403b retirement plan. LSA is an equal opportunity employer.

Responsibilities

The LSA Business Manager supports the President and the Board of Trustees, particularly the Finance Committee, as well as the Principal and other committees as needed. The Business Manager is responsible for all aspects of financial operations, including the organization, management, and implementation of comprehensive business, financial, and investment initiatives for the School. Primary responsibilities include accounts payable, income/receipts, financial reports, budgeting and planning, audit and payroll. Additional duties include supporting the President with facilities and security compliance, risk management, and human resources.

Accounting and Budgeting

- Manages and directs the operating budget.
- Coordinates with President on financial planning for the School, including preparation of the annual budget.
- Processes all check requests and invoice payments that have been submitted and approved by the President.

- Manages vendor relations (currently @ 60 vendors), including: payment methods, payment frequency, contact information, etc. to ensure most cost-efficient methods of payment.
- Maintains and performs the monthly review and reconciliation of the general ledger.
- Prepares all monthly bank reconciliation.
- Prepares and posts monthly and annual journal entries.
- Reconciles gift income with the Director of Development.
- Prepares monthly and annual financial statements.
- Maintains systems by establishing policies, procedures, standards and strategies for areas of responsibility and provides adequate internal controls to safeguard the school's assets.
- Audit: Acts as a liaison between School and CPA firm; along with coordinating and preparing work papers for the annual audit.
- Gathers and prepares information required for the preparation of Form 990 and Form 5500 tax returns.
- Attends Finance Committee meetings. Prepares financial reports for board review.
- Manages Christian Brothers Services Accounts: Administers and maintains all property, casualty, liability, cyber and all other forms of insurance for the school.

Accounts Payable/Accounts Receivable

- Manages and performs all aspects of the Accounts Payable and Accounts Receivable.
- Annual Preparation of 1099 forms.

Operations

- **Operations:** Work with President and Facility Coordinator to coordinate vendors, prioritize maintenance projects; i.e. short-term and long-term projects; required upgrades, ongoing maintenance to ensure optimal efficiency.
- **Operations:** coordinate and track ordering supplies – cleaning, office, maintenance, etc. – for optimal efficiency and savings.
- **Operations:** Work with the Principal to collect and record tuition and work with the Grad Support Director to record distribution of funds for LSA alum support.
- **Compliance:** in conjunction with accounts payable and vendor relations: track annual and bi-annual inspection and compliance requirements for the building, requirements for operating a school, health and safety, including city health department, sprinklers, fire extinguishers, backflow plumbing, burglar alarms, fire alarms, asbestos, etc.
- **Technology:** Work with President and Tech Coordinator to ensure cost-saving, strategic equipment updating; maintenance; addressing schoolwide tech needs; including internet; software and hardware

Human Resources

- Prepares and processes all aspects of payroll. Maintains time sheets, tracks staff attendance/absences.
- Supports president with hiring and onboarding new employees, including clearances, background checks, etc.
- Oversee and direct implementation and administration of employee benefits programs such as health insurance, disability insurance, life insurance, workers' compensation.

The ideal candidate should possess:

- 5-7 years of work experience in a financial position preferably at a school.
- A background in financial systems, support services administration; business services; human resources and benefit administration, or facilities management – preferred.
- Effective financial and business management skills.
- Systems thinker with an eye for sustainable, effective internal processes.

- A high level of integrity and an extraordinary work ethic.
- Ability to effectively interface with all levels of the school community – the employees; the Board of Trustees; and friends of the school.
- Excellent customer service and vendor relations skills. Effective negotiation skills in developing contracts with external vendors.
- A collaborative management style characteristic of a team player who can provide superior customer service.
- Excellent communication skills, both oral and written.
- Knowledge of and experience in setting up effective systems for financial controls.
- A strong commitment to education, and a passion for the School's mission.
- Bachelor's degree in a related field preferred.

Software Knowledge

- Quick Books, Razors Edge, Blackbaud Financial Edge, Google Suite, Excel.

Send resume, cover letter and references to Maria Walker – mwalker@lasalleacademy.net