

BUSINESS MANAGER
NOTRE DAME HIGH SCHOOL, RIVERSIDE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Notre Dame High School's mission as a Catholic school ministry in the Diocese of San Bernardino is to prepare students for college in the finest Catholic tradition, grounded in faith, active in scholarship and engaged in community. Notre Dame High School is currently accepting resumes for a Business Manager.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintain financial records.
- Provide financial analysis and prepare audit reports.
- Maintain personnel files and process payroll timesheets.
- Responsible for assuring school is in compliance with Diocesan Policies and Procedures.
- Support faculty, staff, and Directors in adherence to internal controls and school financial procedures
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bachelor's Degree in Business or related degree from accredited college or university.
- Demonstrated general accounting experience.
- Previous Human Resources/payroll experience.
- Effective knowledge of Generally Accepted Accounting Principles and be able to successfully complete a skills test.
- Effective detailed planning and organization skills.
- Effective computer skills including: Word, Excel, etc.
- Effective ability to comprehend and explain complex and semi-complex policies and procedures.
- Extensive knowledge of financial management practices and basic knowledge of employment law.
- Must have strong written and oral communication.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Position is open until filled.
Please send cover letter and resume to:
sfalcone@ndhsriverside.org