

Business Manager - Notre Dame Catholic School

Notre Dame Catholic School in Wichita Falls, TX is currently seeking a Business Manager to start in May of 2019. The preferred candidate will possess a desire to support the mission of the school and of the Catholic Church through this role. The primary responsibilities of the Business Manager include maintaining bookkeeping, assisting in preparing the budget, compiling financial reports for the principal, pastors, and other various committees, and assisting and advising the principal on the fiscal and financial matters of the school. Additional responsibilities include preparing and processing payroll, human resources, and benefits. Managing accounts receivable, accounts payable, enrollment contracts, purchasing, and facilities needs is also required. A Bachelor's Degree is required. Bookkeeping experience is preferred. Experience using *Quickbooks* and *Sage Intact* is a plus. The desired candidate will possess the ability to manage multiple tasks simultaneously, manage stress, and meet deadlines. All interested applicants should submit the following to school principal, Michael Edghill at michael.edghill@ndcswf.org

- Completed application (available on school website under Employment Opportunities)
- Cover letter & Statement of Interest
- Resume
- Two letters of recommendation