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## **Business Operations & Accounting Manager 2022 - 2023**

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### **POSITION OPENING: Business Operations & Accounting Manager**

St.Pius V Catholic School is seeking a qualified and experienced Business Operations Manager to provide oversight, project management, process improvement, accounting assistance and required financial and operational reporting to the Principal, school stakeholders, and the Diocese of Orange.

### **POSITION DESCRIPTION:**

#### **Project Management**

- Oversight of construction and building improvements and general maintenance of the school
- Build relationships with vendors and ensure compliance with Diocesan policies
- Plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed

#### **Business Operations**

- Bank Accounts
  - Conduct daily, weekly and monthly banking activities (monitor daily concentration checking, counting and compiling deposits, order checks, banking supplies, etc.)
  - Reconciliation of bank accounts by the 10th of the month (checking and savings accounts)
- Record financial transactions in QuickBooks, spreadsheets or databases
- Tuition account management (FACTS) as well as bi-monthly reconciliation of tuition accounts to QuickBooks; collect tuition and fees as well as contact delinquent tuition accounts
- Assist in Tuition Assistance program
- Responsible for the day-to-day operation of AP and AR, including posting in Quickbooks, approve and or decline invoices; Pay invoices and maintain ledgers and apply charges to appropriate budget accounts to track all expenses
- Monthly accounting on classroom account (field trips, class fees, instructional supplies)
- Assist volunteer SCRIP coordinator manage SCRIP program and reconcile the inventory on a monthly basis
- Processing payroll and maintaining employee records including staff salary spreadsheet
- Assist with monthly and year end Diocesan reporting (including annual Fall census)

- Support accountant with budget preparations
- Attend Diocesan meetings and monthly Finance Council meetings

### **Human Resources**

- Maintain new hire paperwork packets as well as coordinate the paperwork for new hires
- Maintain personnel files (applications, W-4, benefits, etc.)
- Implement personnel policies including EEO requirements, ADP, hiring and termination process
- Manage and coordinate HR programs including Injury Illness Prevention Plan, Worker's Compensation, disability insurance, open enrollment and benefits and act as a Liaison (including bill payment and reconciliation)
- Collaborate with Custodian of Records to learn Safe Environment and background screening for employees and volunteers
- Liaison to Diocesan Business and HR offices

### **QUALIFICATIONS:**

Confidentiality, excellent organizational skills, and accuracy are essential qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable, and committed to consistently meeting deadlines.

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Accounting, Business, and/or Finance preferred and minimum 5 years of experience working in operations and/or accounting department preferably with a non-profit.

### **SALARY:**

Salary commensurate with education and experience. Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Mrs. Andrea Watanabe at [awatanabe@stpius5school.net](mailto:awatanabe@stpius5school.net).