

Business Manager

St. Catharine Academy, a Catholic high school, seeks to hire a full-time experienced Business Manager. Responsibilities include maintenance of financial records, payroll, bank reconciliations, coordination with FACTS, our tuition management program.

Qualifications:

- Bachelor's degree in business administration, finance or related field.
- Experience in Catholic or independent school finance office (preferred)
- Proficiency in using software tools such as Quickbooks and FACTS.
- Familiarity with cash based accounting principles
- Excellent data entry skills.
- Exceptional organizational skills.
- Proficiency in Spanish is a plus.

St. Catharine Academy provides a comprehensive benefits package, including medical, pension, life insurance, and retirement savings account.

The salary range for this 12 month position is \$70,000-\$75,000.

Please submit resume and cover letter outlining your relevant experience and why you would be a great fit for this position to development@scahs.org.