



Diocese of Fort Worth Position Description

Position: Business Manager, Schools
Date Revised: May 19, 2022
Reports to: Principal (s)
Location: St. Maria Goretti
1200 S. Davis Drive
Arlington, TX 76013-2399
www.fwdioc.org/employment

General Position Summary: The Business Manager fulfills the mission of the school(s) by assisting the principal(s) regarding the fiscal matters of the school(s), assisting in the preparation of the budget, compiling reports for the principal(s) and various committees, and advising the principal(s) concerning other financial matters.

Principal Accountabilities:

- Supports and upholds the philosophy of Catholic education and the mission of the school(s)
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of both the school(s) and Diocese
- Maintains confidentiality regarding all school matters
- Maintains records and communication to support the Advisory Council(s), the Development Office, the Finance Council, and the Diocesan Finance Office
- Serves as contact for employees regarding benefits enrollment, payroll information, deductions, direct deposit program, insurance and retirement
- Prepares and submits quarterly sales tax report
- Performs budget analysis and keeps the principal(s) informed of budget trends, reviewing before each Council meeting
- Supports the billing of tuition and records tuition assistance with the assistance of the Student Billing Coordinator
- Communicates effectively within the school communities
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Collaborates with peers to enhance the work environment and support planning
- Oversees contracts for office equipment placed through the campuses
- Provides assistance to the principal(s) in the development of the annual budget
- Maintains appropriate filing systems (paper and digital) including archiving requirements for payroll, etc.
- Prepares annual government survey for Diocese of Fort Worth
- Attends and assists with school events when cash is involved and ensures appropriate cash handling procedures



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- Liaison between schools and accounting firm
- Responsible for all other projects, tasks, etc., as assigned.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding business needs, tight deadlines and heavy workloads.
- Required to work some night and weekends.

Travel Requirements:

- Some travel required, up to 10% for trainings and travel to locations within a 15-mile radius.

Education and Experience Preferred:

- Bachelor's degree in related field
- Accounting and Bookkeeping knowledge Preferred
- School Finance Experience Preferred
- Budget and Financial Analysis Experience Preferred

Knowledge and Skills Preferred:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of Microsoft Office applications and other administrative software
- Knowledge of use of office equipment
- Excellent organizational skills
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the parish and school communities
- Able to effectively multi-task
- Able to organize and relate information in an understandable format
- Able to think critically and plan effectively

FLSA Designation: Exempt

<hr/> <p>Position Description Approved By</p>	<hr/> <p>Date</p>
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Please Be Advised... *The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.*