



*Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate prepared for college and life.*

Cristo Rey Baton Rouge Franciscan High School is part of the Cristo Rey Network, one of 37 schools nationwide utilizing a unique Corporate Work Study Program (CSWP) and rigorous college and career-preparatory curriculum. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program.

The Business Manager must be a motivated, experienced professional able to direct the business operations of a growing school with a budget of over \$3 million. This position reports to the President. An ideal candidate for Business Manager will have 4 or more years of experience in accounting, financial administration, human resources and/or operations. In addition, this candidate will have a Bachelor's Degree, Master's Degree preferred. The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and have experience as a supervisor of personnel. Experience in a school setting is preferable but not required.

**Position: Business Manager | Report to: President | Start Date: July 20, 2020**

JOB SUMMARY: The Business Manager is responsible for:

- 1) Managing the day to day business operations of Cristo Rey Baton Rouge
- 2) Overseeing and managing student tuition and other student revenue sources
- 3) Administering various human resource functions, including payroll, insurance, benefits and retirement plan relationships
- 4) Managing various relationships and duties related to facilities and operations

#### Budget & Financial Administration

- With support of our third party, back office accounting and financial firm, the Business Manager will:
  - Serve as point of contact to school's primary financial/banking relationships
  - Organize and execute accounts payable
  - Execute all internal financial controls and policies, including oversight of procurement, credit cards, travel and more
  - Synchronize and reconcile gifts in association with Mission Advancement Office
  - Process invoices, requisitions, and reimbursements for all employees
  - Generate invoices for work-study sponsors and report balances due to CWSP partners as needed

#### Tuition & Student Revenue

- Oversee the school's tuition collection program, including establishment of tuition agreements with families, invoicing families late with tuition payments, and indicating



which students cannot return to school or receive transcripts because of failure to pay tuition

- Oversee reporting and management of State Scholarship Funding from the State of Louisiana

#### Personnel & Payroll

- With the support of our third party human resources firm, the Business Manager will oversee and ensure compliance regarding:
  - Completion of all appropriate forms for new employees and student workers (W4, I-9, benefit applications, payroll information, etc.)
  - Communication of employee benefits and changes to benefits to employees on a timely basis
  - Maintenance of documentation including W-4, M-4, I-9, and time sheets, process bi-weekly payroll, and distribute W-2 statements annually
  - Oversight of employee benefit records, provide employee payroll data to benefits vendors, and assist in the annual audit of the workers' compensation program
  - Organizing and reporting vacation, sick and personal days for all employees to third party human resources firm

#### Facilities & Operations

- Obtain and maintain all appropriate permits, licenses, or certifications for the proper functioning of the school in accord with city, state, and federal guidelines
- Serve as point of contact to home-to-school, school-to-home bus transportation provider, including coordination of bus stops, routes, and pickup times
  - Serves as internal point of contact in scheduling bus transportation for academic and athletic trips and events when necessary
- Serve as liaison to Catholic Schools Office Child Nutrition Program and assist in the management of food services (breakfast, lunch, snack program) for students and reimbursement through government programs
- Collect and input data required for Cristo Rey Annual Report, Cristo Rey Mission Effectiveness Review, Louisiana Non-Public School Approval and Catholic Schools Office Annual Report
- Manage required services documents for submission to Catholic Schools Office; includes, creating and maintaining annual logs for all eligible employees
- Assist President as needed in managing relationships with outside vendors, including FEMA, the Governor's Office of Homeland Security and Emergency Preparedness, etc.

#### Qualifications

- Bachelor's degree with at least 4 years experience directly related to the duties and responsibilities specified; Master's degree preferred
- Licensed Certified Public Accountant preferred
- Commitment to the mission and values of Cristo Rey Baton Rouge
- Strong leadership skills and desire to be part of a collaborative, mission-driven team
- Committed to understanding and embracing the cultural backgrounds of students and families
- Possess both excellent written and oral communication skills



- Supervisory experience
- Experience in a school setting is preferable but not required.

Please submit your cover letter, resume and three references to Eric Engemann, President at [eengemann@crstoreybr.org](mailto:eengemann@crstoreybr.org).