



DIOCESE OF ORANGE

Regional Business Manager **POSITION DESCRIPTION**

JOB CLASSIFICATION: Exempt/Full-Time

DEPARTMENT: Finance Department

REPORTS TO: Director of Finance, Elementary Schools & Parishes

POSITION SUMMARY:

The position of Regional Business Manager requires management and oversight of all financial activities for a dynamic school organization comprising inner-city catholic schools, including budgeting, forecasting, payroll, financial reporting, and all accounting functions. This role will regularly interact with the numerous internal Diocesan offices- finance, audit, risk management, schools, and external organizations such as parish advisory councils, banking personnel, and school families. This position requires sound financial management and much discretion in handling operational challenges and important confidential matters.

ESSENTIAL FUNCTIONS:

- Maintains accurate financial records.
- Responsible for implementing diocesan business policies and procedures.
- Support administrative tasks and system software needs.
- Manage budgeting process and provide monthly financial statements as needed.
- Provide budget forecasts and makes recommendations to maximize site efficiencies.
- Assure internal control compliance surrounding payments and cash processing.
- Oversee banking procedures and overall financial record keeping for the various sites.
- Administer Accounting Software- accounts payable-receivable, tuition collection.
- Assist weekly collection count and reporting process, and oversee volunteers involved as needed.
- Review all invoices for appropriate documentation/check requests and approval before payment. Accurately record and pay all invoices, ensuring the proper authorization and account coding.
- Approve Purchase Invoices for all payments.
- Organize the daily, weekly, and monthly accounts payable process including: processing and maintaining vendor invoices and records, compliance with company policy and legal requirements, processing checks and electronic payments.
- Reconcile general ledger accounts monthly.
- Review general ledger activity and post adjusting journal entries on a monthly basis.

- Manage vendor relations and process their 1099 annually.
- Provide reports and needed information to the external auditors to assist with the annual audit process.
- Analyze and evaluate Financial Aid Applications.
- Manage and lead schools delinquency control activities.
- Support promotional and outreach school's business activities.
- Attend Pastoral, Parish, School, and all Board meetings as required.
- Process payroll for location by collecting, calculating, and entering data.
- Resolve payroll discrepancies.
- Provide payroll information and assist principals/business managers/directors/pastors by answering questions and requests.
- Maintain payroll in compliance with policies and procedures.
- Provide supervision support of office staff (business, relationship and office managers, accounting, and student service associates), and maintenance personnel.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Business Administration, Accounting, or Finance preferred.
- 3-5 years of business-finance work experience.
- Supervision, leadership, and good communication skills.
- Understanding of fiscal planning/management, accounting, and payroll functions.
- Track record of academic and professional excellence.
- Ability to learn and administer parish and school operating software (e.g., QuickBooks, Aplos, Microsoft Office products, FACTS).
- Experience in basic human resource management practices.
- Facilitate group presentations and training of staff.
- Understanding of Catholic social teaching and its application to school-parish operations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Working Conditions	Typical office environment.
Equipment & Software Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and shredder/ FACTS, QuickBooks, SIS and other program software.
Essential Physical Tasks	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.