

# Elk County Catholic School System

## School Business Manager

### Job Overview

A School Business Manager is responsible for overseeing the financial and administrative operations of a school. This position requires a deep understanding of budgeting, human resources, facilities management, and procurement. The School Business Manager works closely with the principal, faculty, and staff to ensure that the school's resources are used effectively and efficiently. This role demands strong organizational, analytical, and interpersonal skills to manage the complexity of school operations while maintaining a focus on educational outcomes.

Reports To: Director of Finance

Compensation: Salary

Classification: Full-Time, 12 Month Exempt

### School Business Manager Responsibilities & Duties

- Develop and manage the school's budget
- Monitor and report on financial performance
- Oversee procurement processes and supplier contracts
- Ensure compliance with educational regulations and policies
- Manage human resources functions including payroll and recruitment
- Implement and monitor risk management policies
- Prepare financial statements and reports for stakeholders
- Support the leadership team with strategic planning
- Ensure effective use of financial software and systems
- Liaise with external auditors and regulatory bodies
- Coordinate the preparation of the annual budget
- Supervise administrative staff
- Handle internal and external communication regarding financial matters
- Administer the school's insurance policies
- Administer the school's financial aid program

### School Business Manager Qualifications & Skills

- Bachelor's degree in Business Administration, Finance, or related field
- Experience in an educational setting preferred
- Strong understanding of educational finance and budgeting
- Proficiency with financial management software
- Excellent communication and interpersonal skills
- Ability to manage multiple projects and deadlines

- Experience in facilities management
- Knowledge of human resources practices
- Strong analytical and problem-solving skills
- Experience with risk management and compliance
- Proven leadership and team management abilities
- Familiarity with procurement processes
- Bachelor's degree in Business, Finance, or related field
- Minimum of 3-5 years experience in financial management
- Proven experience in budgeting and financial planning
- Knowledge of relevant financial software and tools
- Strong organizational skills
- Excellent attention to detail
- Experience in administrative and managerial roles
- Proficiency in Quickbooks and Microsoft Office Suite
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Understanding of school policies and regulations
- Ability to handle confidential information with integrity
- Experience in developing and implementing strategic plans
- Proficiency in data analysis and financial reporting
- Strong problem-solving capabilities

Interested candidates should send a letter of interest, salary requirements, and resume to [careers@eccss.org](mailto:careers@eccss.org). Applications will be accepted on a rolling basis until the position is filled.