



Regional Office  
2200 Dorchester Avenue  
Dorchester, MA 02124  
Phone: 617-265-0019  
Fax: 617-298-2926  
www.pjp2ca.org

## **JOB DESCRIPTION**

### **Saint John Paul II Catholic Academy**

**JOB TITLE:** Finance Manager  
**DEPARTMENT:** Business Office

**SUMMARY:** The Finance Manager is responsible for performing the accounting, financial and operational functions of the Academy and site campuses. This role will require the ability to work in a team environment in coordination with the Director of Finance and Operations, Academy Director, Principals and Staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Reporting to the Director of Finance the Manager of Finance responsibilities are:

- Manage the Academy Business Office consisting of 3 Business Office Staff
- Oversee the daily accounting and operational workflows, systems and controls
- Oversee banking and treasury activities, cash flow and forecasting
- Prepare monthly reconciliations and analyses of all accounts, supporting work papers and monthly financial reports as part of the month end close process
- Process checks and maintain supporting documentation
- Manage the annual financial aid process
- Assist the Director of Finance with the annual audit process, including preparation of audit work papers, account analysis, reconciliations and all supporting documentation. Interface with external auditors, as needed
- Assist the Director of Finance and Operations with the preparation of all financial reporting activities; including analysis and reconciliation of all revenue, expense and balance sheet accounts, budget/variance analysis and preparation of interim and annual financial statements
- Ensure payrolls are processed timely and accurately
- Process new hires, changes, termination, garnishment, deductions, etc.
- Maintain the highest degree of accuracy and timeliness of benefit services for employees
- Interact in positive and professional manner with Academy staff and visitors
- Support the Director of Finance with other financial duties as needed

### **QUALIFICATIONS:**

- Bachelor degree in Accounting or Finance
- Demonstrated experience with accounting and financial reporting and maintaining system controls and procedures
- Strong analytical skills
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in QuickBooks Pro and Microsoft Excel
- Ability to work in a team environment with all levels of management and staff;
- Excellent communication and interpersonal skills
- Willingness to support the mission of the Catholic Church and Saint John Paul II Catholic Academy
- Demonstrate behavior consistent with the values of the Roman Catholic Church

### **PHYSICAL PERFORMANCE ELEMENTS:**

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*