



Position: Business Manager

About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school for boys, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. Archbishop Riordan prepares young men of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. Archbishop Riordan fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

The school currently serves over 690 students, including 40 students from nine countries living on campus in the school's boarding program.

Riordan is a WASC accredited school. The school received the maximum six-year accreditation during the last review. The current accreditation is in place until June of 2020.

Responsibilities include, but are not limited to the following:

- Uphold the teachings of the Catholic Church and support the Marianist approach to education, especially in working with the school's families.
- Participate fully in the life of the school, including attending masses, faculty meetings, student gatherings, and community events as possible and as directed by the President.
- Consult and advise the President on all business and financial matters.
- Manage and oversee the usage of the TADS tuition system.
- Responsible for long range financial planning with the Administration and Board of Trustees.
- Responsible for preparation of annual budget in conjunction with internal and Board finance committees. Preliminary Budget due at end of February, Final Budget due end of September to the Archdiocese of San Francisco.
- Prepare materials for all Finance Committee Meetings.
- Serve as chair of internal and external Finance Committee Meetings.
- Maintain minutes for said meetings.
- Meet on a bi-monthly basis with the internal Finance Committee.
- Meet with Board Finance Committee on week prior to scheduled Board Executive Committee Meetings.
- Attend all scheduled Board meetings and deliver financial report.
- Attend all Business Manager meetings as determined by the ADSF.
- Prepare all schedules for yearly fiscal audit and is primary contact for the outside audit team.
- Reconcile all monthly bank statements.
- Reconcile Raiser's Edge sub-ledger with General Ledgers on a monthly basis
- Distribute ADSF reconciled monthly reports to the President, Board Chair, and Board Finance Committee.

- Prepare and distributes actual to budget report monthly for all departments and the President. Includes review and consultation.
- Monitor cash flow and reviews with the President monthly.
- Review and sign off on General Ledger and Supporting Schedules regularly and makes adjustments as necessary.
- Maintain all financial records in accordance with ADSF Retention Policy.
- Review and sign off on all Purchase Orders for Payment.
- Review and sign off on all cash receipts prior to posting in the General Ledger.
- Oversee pledge and tuition accounts receivable.
- Oversee maintenance of tuition assistance files, notification letters, preparation of all reports for tuition assistance and financial assistance appeals.
- Oversee creation of Financial Assistance Import Log to ADSF by established June due date.
- Prepare all documentation necessary for re-registration of current students and registration of new students. Coordinate efforts as necessary with Director of Admissions and Director of International Admissions.
- Maintain records for all rentals by outside agencies.
- Maintain records for annual contracts with all outside vendors.
- Collect funds for all outside rentals.
- Maintain all insurance records including Workman's Compensation.
- Assume all duties for Human Resources.
- Prepare annual evaluations for all direct reports.
- Perform additional duties as assigned by the President.

Additional Notes

The Business Manager reports directly to the President of ARHS. Senior Accountant, Tuition Manager, Accounting Clerk are direct reports to the Business Manager.

Qualifications

- CPA, MBA, or Business Degree preferred with experience in accounting
- Practicing Catholic supportive of Church teachings and principles
- Working knowledge of the relationship between the school and the Archdiocese
- High degree of professionalism and collaborative approach to school finance
- Strong Human Resources background along with supervision of operations

Compensation

Salary will be based on experience.

To apply

Please submit all inquiries, questions, curriculum vitae, and cover letter to President Andrew Currier, PhD at acurrier@riordanhs.org.