



*Living the Faith*

**Job Opening:**

**Business Manager**

Vision Statement:

CKS students will *live the Catholic faith* in a global society.

Mission Statement:

Christ the King School develops Character, Knowledge, and Spirit in its students and community by *living the Catholic faith* through sharing the sacraments, promoting academic excellence, and engaging in service.

**Information about CKS:**

- The Cathedral school of the Diocese of Lexington is the largest elementary school in the diocese.
- Named a Blue Ribbon School in 2006.
- Founded in 1951 and was staffed by the Sisters of Divine Providence until 1985.
- Schools 485 students in grades PK2 through 8 and 95% of students are Catholic.
- Fr. John Stowe, OFM Conv., is the Bishop of the Diocese of Lexington.
- Fr. Paul Prabell is the Rector of Christ the King
- Mrs. Paula Smith, Ed.S., is the Principal of Christ the King School.

**Function:**

- The school business manager is a professional administrator to CKS. He/she is to account for and record the business affairs of Christ the King School in an effort to provide the best educational service, with the financial resources available.

**Educational Requirements:**

- Degree in Business, Finance, Accounting, or related area.
- Four or more years of experience.

**Skills, Knowledge & Abilities:**

- Oral and written communication skills
- Analytical skills
- Proficient in Quickbooks, Excel, Microsoft Office, and other software as applicable; other technology applications
- Organizational and record-keeping
- Flexibility to work on multiple projects simultaneously

**Personal Characteristics:**

- Collaborative in nature in order to successfully work with all stakeholders.
- Demonstrates ease in dealing with people, problems, and crises.
- Superior interpersonal skills, administrative ability, and leadership capacities.
- Ability to maintain confidentiality and respect for both families and school.
- Demonstrates self-confidence and a positive attitude at all times.

- Superior organizational skills and attention to detail.
- Demonstrates strong people and cooperative skills.
- Serve as an advocate for the school.

**Major Duties & Responsibilities:**

***Budget Development:***

- Assists Principal and other stakeholders in developing and monitoring annual budget(s) and fundraising endeavors.

***Financial Resource Management:***

- Maintains accounts payable and receivable, performs bank reconciliation, makes bank deposits, prepares monthly financial statements and presents to the Principal, School Council and Finance Council, prepares financial information for PTO, assists principal in financial aid calculation, and prepares quarterly charitable gaming reports.

***Personnel Management:***

- Acts as the human resource liaison between the Diocese and the School, enters semi-monthly payroll, and assists in Safe Environment program.

***Data Base Maintenance:***

- Maintains Quickbooks, posts charges and payments on RENWEB and FACTS.

***Public Relations:***

- Collaborates, assists, and works with Diocese, Principal, School Council, Finance Council, and PTO regarding financial matters concerning the school.

***Other:***

- Any other duties assigned by the Principal.