



Position Description

Director of Business Affairs

Classification: Administrative Staff
Status: Full-time
Reports to: Director
Supervises: Accounting Assistant – AP/AR, Accounting Assistant – Human Resources & Payroll

Position Summary:

The Director of Business Affairs is responsible for administering all business and financial affairs of OCS. This position is characterized with high technical content, entails supervisory responsibility, and requires broad personal interface internally and externally.

Job Functions:

1. Provide leadership in the development, administration and management of OCS financial activities; prepare multi-year fiscal planning forecasts and documents; and compile financial decision making data for use by the Administration and Education Council.
2. Serve as a member of the management team to discuss and decide issues related to the overall management of OCS.
3. Work closely with external agencies such as banks, insurance companies and governmental agencies to insure routine business and fiscal transactions are in legal compliance and optimized for the benefit of OCS.
4. Staff and provide administrative support to the Education Council's Finance Committee.
5. Provide direction for the OCS personnel policy formulation and administration, and insure compliance with all federal, state and diocesan regulations pertaining to personnel.
6. Planning and directing the following Business Office functions:
 - a. Accounts receivable (both current and delinquent accounts).
 - b. Cash management.
 - c. Internal auditing.
 - d. Verification of all accounting ledger entries.
 - e. Student pre-registration and registration activities and student aid reconciliation.
 - f. Monthly financial statements and year-end closing.
7. Establishing and monitoring business procedures to effectively utilize resources and facilities in accomplishing OCS goals.
8. Monitoring the integrity of accounting information by maintaining knowledge of all entries to the ledgers, conducting critical reviews for ascertaining credibility of balances and account relationships, and conducting analyses of questionable items.
9. Assuming the payroll functions of the Accounting Assistant in absence.
10. Perform other duties as assigned by the Director.

Position Qualifications:

The Director of Business Affairs will have a bachelor's degree in Accounting or a related field and three years of accounting experience. Knowledge of and experience in not-for-profit accounting preferred. The following skills and abilities are necessary:

1. Prepare comprehensive financial statements and forecasts.
2. Excellent verbal and written communication skills with special aptitude for compiling, interpreting and communicating financial data.
3. Possess a working knowledge of computer applications (spreadsheets, word processing, etc.)
4. Ability to work on multiple tasks and manage multiple priorities, to meet deadlines, and supervise support staff.
5. Strong interpersonal skills that develop effective management relationships with all levels of staff and colleagues; the ability to professionally represent OCS to external constituencies in business matters; and the ability to interact with members of the Education Council and sub-committees in the planning and administration of OCS policies.
6. Ability to apply critical problem-resolution techniques to complex issues relating to OCS financial planning and administration in a collaborative setting.

PHYSICAL REQUIREMENTS

The physical requirements are within the general range of an office position. The job requires extensive wrist and hand movements for computer tasks, and a certain amount of stooping, bending, carrying, kneeling, and walking. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

The job may require unusual or irregular hours.

NOTE: Owensboro Catholic Schools reserves the right to change or reassign job duties, or combine positions at any time.

I have read, had the opportunity to ask questions and clearly understand the essential duties, responsibilities and physical requirements of this position. I confirm that I can (with or without reasonable accommodations) perform the job in an effective and timely manner.

Printed Name

Signature

Date