

PORTSMOUTH CATHOLIC REGIONAL SCHOOL

Position: Business Manager

Closing Date for receipt of application: Open until filled

Salary: Commensurate with experience

Portsmouth Catholic Regional School in Portsmouth, VA, is seeking a Business Manager to assist with the preparation and monitoring of the budget and preparation of monthly financial reports. The Business Manager will also pay bills and monitor and reconcile monthly bank statements for all school accounts.

The Business Manager will prepare payroll, prepare all payroll-related Diocesan, State and Federal tax reports, prepare all employee tax information and W2's, and maintain IOI payroll accounts and records. This position will maintain tuition payments through FACTS and monitor and maintain FACTS financial aid data. The Business Manager will also organize and track employee Diocesan required background check information, in addition to other duties. The new Business Manager is expected to begin as soon as possible.

This position requires a Bachelor's Degree in Accounting or related field, or equivalent education and experience. Must possess at least 5 years of relevant experience.

Interested candidates should send a cover letter, resume, and Diocesan Application to Tom Guinane, Principal, at tomguinane@portsmouthcatholic.net.

A copy of our Diocesan Application can be found here: <http://richmonddiocese.org/wp-content/uploads/2015/10/CDR-Application-For-Employment-11-17-16.docx>

For more information about our school, please visit <http://www.portsmouthcatholic.net/>.