

Job Posting Form

Date Posted: December 21, 2020

Please send cover letter and resume to: Mrs. Bernadette Bobrowski
Coordinator of Marketing and Communications
St. Bernard's School of Theology and Ministry
Bernadette.Bobrowski@stbernards.edu

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Finance and HR Manager

Salary: Commensurate upon experience/education

Employer: St Bernard's School of Theology and Ministry

Location Address: 120 French Road, Rochester, NY 14618

Employer Website: www.stbernards.edu

Brief Job Description

St. Bernard's is seeking to hire a full-time Finance and HR Manager to help with directing, coordinating, overseeing, and reporting the institution's various financial, accounting, and treasury operations as well as the compliance of all human resource issues (in liaison with the Human Resources Department at the Diocese of Rochester) involving the School's faculty, staff, and students.

Qualifications: Required Education/Experience

The successful candidate will have:

- A Bachelor's degree, or 5 years' experience in the financial field
- Appreciation of the mission of the Roman Catholic Church and of St. Bernard's School of Theology and Ministry
- Active member of a Roman Catholic Faith community preferred
- Experience in higher education preferred

E.O.E.

How to Apply: By Mail E-Mail as above, no later than **until position is filled.**



ST. BERNARD'S
SCHOOL OF THEOLOGY
AND MINISTRY

FINANCE AND HR MANAGER
Full-time

Position Objectives:

- (i) To serve as the School's finance and human resource manager; directing, coordinating, overseeing, and reporting the institution's various financial, accounting, and treasury operations as well as the compliance of all human resource issues (in liaison with the Human Resources Department at the Diocese of Rochester) involving the School's faculty, staff, and students.
- (ii) To formulate and maintain goals, objectives, financial policies, and transactional standards in accordance with the overall mission, goals, and strategic plan of the School, in conformity established best practices in the field of higher education, and in compliance with Association of Theological Schools standards, State and Federal fiscal management laws and regulations, and generally accepted accounting standards.
- (iii) To collaborate with the team of administrators and staff members in order to ensure that the School's strategy, policy, and mission are implemented and maintained.

Responsibilities:

- A. *Maintain all aspects of cash management including cash receipts and disbursements*
 1. Prepare and post all necessary financial transactions for institutional operations to ensure that all cash is properly accounted for and safeguarded at all times, including bank reconciliations for each cash/investment account.
 2. Maintain all business relationships with the banks that the School has depository or credit accounts with.
 3. Maintain all business relationships with credit card merchant processors, including overseeing the bidding process and analysis of operational services.
 4. Review tuition and accounts receivable from the School's students and outside customers to ensure timely collection.
 5. Review all investment accounts to determine restricted and unrestricted endowment funds are properly categorized and disbursed.
 6. Direct the activities associated with the security and investment of the School's assets and funds.
 7. Post approved supplier/vendor invoices.
 8. Review accounts payable to suppliers/vendors to ensure and execute timely payment of invoices.
 9. Assist the Finance Committee of the Board of Trustees in maintaining fiscal operations and the proper investment of portfolio funds.

B. Maintain general ledger and subsidiary ledgers for accounts receivable and accounts payable and maintain supplier/vendor files

1. Perform analytical review of the general ledger transactions as they relate to the School's operations.
2. Review the accounts receivable and accounts payable ledgers to ensure that all cash due to the School is collected in a timely fashion and all suppliers/vendors are paid within their proper terms.
3. Review the tuition receivable and financial aid payable ledgers to ensure that tuition due to the School is collected in a timely fashion and financial aid is paid to qualifying students within their proper terms.
4. Learn and utilize all relevant software platforms in order to execute all financial and accounting operations (Populi, MIP, Stripe, GivingFuel, Etc.).
5. Maintain all supplier/vendor files for compliance with Forms W-9, certificates of liability, and workers compensation insurance policies.
6. Assist in the acquisition of supplies and equipment as well as the agreements for servicing of equipment at all campuses.
7. Maintain filing of contracts, agreements, and other documents pursuant to financial and legal matters for all campuses.
8. Prepare Forms 1099-MISC and 1099-NEC annually as required.

C. Prepare financial statements for the School's operations

1. On a weekly basis:
 - i. Reconcile each balance sheet account to a supporting detailed document.
 - ii. Reconcile all tuition related income accounts between the student information system and the accounting general ledger software. Provide the President with an eight-week mini cash flow projection.
 - iii. Meet with the President to review progress in the duties assigned to this position.
 - iv. Perform other duties as assigned by the President.
2. On a monthly basis, unless requested more often, prepare and distribute the following financial documents to key personnel associated with the School:
 - i. Detailed Balance Sheet
 - ii. Detailed Income Statement versus Budget, by location and consolidated
 - iii. Enrollment data as requested, by location and consolidated
 - iv. Statistical analysis and graphs as requested, by location and consolidated
3. On a quarterly basis, provide the members of St. Bernard's Board of Trustees the following financial documents 10 days before its scheduled meeting:
 - i. All documents listed in the prior point (C. 2)
 - ii. Any further reports requested by the Chair of the Board, the President, the Board of Trustees, and/or the Finance Committee of the Board.
4. At year-end, provide the external auditors with any documents/information they request.
5. As needed, review with the President:
 - i. Any and all known issues and/or problems involving the student information system (both hardware and software).
 - ii. Any and all known issues and/or problems involving tuition collection status.
6. Provide complete accounting services for and exercise fiscal oversight of all campuses.

D. Prepare, implement, and maintain the School's financial budget

1. Assist the President in developing and implementing the annual budget:
 - i. Establish a collaborative process of budget creation, incorporating all offices and considering objectives outlined in the strategic plan
 - ii. Present, review, discuss, and obtain approval from all of the School's offsite locations for their respective proposed budgets.
 - iii. Issue monthly reports to offices concerning spending and budget allocation

E. Manage internal/external relationships & reporting

1. Assist the Director of Admissions and Financial Aid in successfully dispersing financial aid and managing scholarship accounts.
2. Assist the Coordinator of Development in tracking and processing all donations, bequests, and other charitable gifts.
3. Assist the Coordinator of Marketing and Communication in reviewing and filing sponsorship initiatives.
4. Assist the Chair of the Finance Committee of the Board in the preparation and presentation of the Finance Committee's report at St. Bernard's quarterly Board of Trustees meetings.
5. Oversee internal and external audits and preparation of audit reports.
6. Prepare and submit required Association of Theological Schools, State, and Federal reports.
7. Implement student billing policies and collect revenues from student tuition/fees.
8. Properly track and invoice all reimbursable expenses due from the Diocese of Rochester and other other dioceses that fall under the School's operation.
9. Analyze contractual obligations of the School to ensure consistency with overall financial goals, objectives, and plans, and compliance with the institution's financial policies, procedures, and standards.

F. Maintain faculty/staff member employment files and process payroll for the School's employees

1. Administrative:
 - i. Advertise for needed positions, collect applications, and coordinate with the search committee.
 - ii. Submit requests for background checks (for new students and new hires) through RBA (Rochester Business Alliance).
 - iii. Perform on-boarding and off-boarding process for all employees and maintain complete employee files.
 - iv. Ensure annual performance reviews are completed in a timely fashion for each staff member.
2. Compliance:
 - i. Review approved weekly timecards and paid time off records for staff members.
 - ii. Review payroll for the School's faculty/staff members as approved by the President.
 - iii. Prepare, submit, and process the necessary payroll information with the payroll processing company and post the payroll register journal entries in the general ledger.
 - iv. Review all quarterly payroll tax returns as prepared by the payroll processing company.
 - v. Review year-end related payroll tax forms such as Forms W-2 and ensure timely distribution to employees.

- vi. Maintain payroll and benefits operations, collaborating with the Diocese of Rochester and various benefits vendors.
3. In collaboration with the Academic Dean, process and file adjunct faculty contracts and payment plans.

The successful candidate will have:

- a Bachelor's degree, or equivalent experience
- appreciation of the mission of the Roman Catholic Church and of St. Bernard's School of Theology and Ministry
- active member of a Roman Catholic Faith community preferred
- Experience in higher education preferred

St. Bernard's School of Theology and Ministry assumes a Ministerial Exception.

Reports to: President

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