

Job Title: Business Office Manager

Location: Saint Dominic Academy, Jersey City, NJ

Reports to: Director of Finance

Type: Full-time, exempt, 12-month position

Hours: 8am - 4pm - with abbreviated hours in summer

Salary Starting At: \$60,000

Position Overview:

Saint Dominic Academy, an all-girls, college-preparatory school serving students in grades 7–12, seeks a skilled business administrator to fill the position of Business Office Manager. Reporting to the Director of Finance, the Manager coordinates the activities of the business office providing operational support to all areas of the school. The ideal candidate will be skilled at accounting data entry, bank reconciliations on multiple accounts each month, month-end close processes, employee onboarding and benefits management, and general office administrative duties.

Key skills & competencies:

- Strong experience with QuickBooks Online or similar accounting software.
- Strong MS Excel and Word skills.
- Demonstrated skill in accounting or bookkeeping.
- Working knowledge of GAAP principles.
- Strong attention to detail and good critical thinking skills.
- Positive communication skills and ability to work both independently and with others.
- Being bilingual in Spanish and English is a plus.

Summary of Responsibilities

Accounting & Bookkeeping

- Maintain the accounting footprint of the Academy.
- Processes and records all incoming deposits.
- Records all payroll entries.
- Reconciles all bank and investment accounts monthly.
- Processes month-end close and enters any needed journal entries.
- Serve as billing point person for vendors, and prepare AP processing each week.
- Serve as accounts receivable point person for student accounts.

HR Operations

- Process bi-weekly payroll and distribute payroll statements.
- Direct employee onboarding and offboarding, including benefits enrollment and removal.
- Coordinate annual open enrollment for employee benefits.
- Maintain employment files for each employee/contractor ensuring accurate and complete paperwork.

General Office Administration

- Manage and distribute mail for the Business Office.
- Serve as the supply ordering point person, coordinating contracts and general orders for staff and faculty.
- Serve as the point person for the school transportation program, including coordinating maintenance of school vehicles and coordinating with families about the bus program.
- Assist faculty/staff/coaches with the financial side of events and trips.
- Other duties as assigned.

How to Apply:

Send resume and a thoughtful cover letter to careers@stdominicacad.com