



Job Posting
Finance Manager/Analyst (30 hour)

Position Summary

McQuaid Jesuit's finance manager/analyst, reporting to the director of finance, is responsible for developing, improving, and administering all payroll and employee benefits functions including vendor interface. This position involves assisting in the preparation and monitoring of related annual reporting and required accruals as well as all internal and external reporting as required. The person in this position serves as a resource for operations and the Finance Office, enabling implementation of an appropriate system of internal controls and enhanced procedures. This position also involves collaborating on additional initiatives as deemed appropriate, and serving as an added customer service resource in the Finance Office.

Essential Functions and Key Responsibilities

Payroll/Benefits

- Process all payroll
- Work with director of finance to coordinate vendor selection for payroll and benefits
- Under the guidance of the director of finance, participate in selection and administration of benefits
- Provide support to all employees regarding payroll and benefit administration by directing them to appropriate resources
- Process all required paperwork including, but not limited to, enrollments, changes, and terminations
- Approve and reconcile all vendor billings by cost center for general ledger input
- Maintain payroll and benefit records for all employees
- Under the supervision of the director of finance, assist actuaries and auditors with year-end closing and related audits
- Under the direction of the VP of operations, develop annual budgets and projections for all payroll and benefit accounts
- Review ledger reports for accuracy and prepare required accruals

Operations & Finance Administration

- Reconcile bank accounts monthly
- Monitor and verify accuracy of recorded credit card activity and provide adjustments as required
- Review and analyze quarterly pledge and revenue activity
- Collaborate with director of finance and VP of operations on initiatives, as appropriate
- Provide coverage and flexibility in Finance Office when needed

Additional Responsibilities

- Coordinate with HR regarding compensation adjustments including market assessment, pay associated with leaves of absence, FMLA, worker's compensation and disability claims
- Assist with student billing/Gold Cards as required
- Other duties as assigned

Competencies/Skills

- Strong attention to detail
- Excellent written and verbal communication skills
- Strong finance/accounting experience, including ledger postings, receivable and payable experience
- Strong background in processing payroll and all related paperwork.
- Experience using a payroll processing system, preferably Paychex FLEX
- Ability to multi-task and manage competing deadlines
- Proficient bookkeeping, mathematical and clerical skills
- Proficient knowledge of MS Office Suite

Qualifications

Bachelor's degree in business management, accounting, finance, or related field plus five years of advanced level of payroll/benefits experience OR a combination of degree and practical experience with a minimum of seven years of advanced level payroll and benefits experience.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch; talk or hear. Ability to sit and stand and use a computer, retrieve items from a printer. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time, exempt, 12-month position, 30 hours per week. Typical office hours are from 9 a.m. to 3:30 p.m. Monday through Friday. Additional hours may be required and flexible scheduling may be requested based on office/school requirements.

How to Apply

Interested candidates should submit a resume and letter of interest via email to employment@mcquaid.org on or before February 26, 2021.