



**Job Posting**  
**Finance Manager/Analyst**

**Position Summary**

McQuaid Jesuit's finance manager/analyst, reporting to the director of finance, supports financial operations of the school on all functions including payables, reporting, purchasing, travel policies, and credit card review. In addition, this role is responsible for the processing and coordinating of all transactions related to cash disbursements.

**Essential Functions and Key Responsibilities:**

- Review, validate, and process all invoices and expense reimbursements for payment
- Process and coordinate all McQuaid credit card usage, billing and payment
- Issue checks for all approved invoices, acquire signatures, and prepare for mailing
- File all accounts payable documents for the current fiscal year
- Communicate with vendors regarding invoices or direct them to the proper contact
- Coordinate and process all financial transactions for professional development
- Prepare quarterly NYS sales tax reports and payments
- Prepare and file annual 1096/1099/W-2G filings
- Administer, record, and replenish petty cash distributions
- File all required NYS Mandated Services reimbursement and E-Rate applications
- Annually identify all capital assets placed in service and retired
- Update FA detail schedule for submission to appropriate VP prior to on-site review

**Additional Responsibilities**

- Provide back up for payroll submission when necessary
- Assist with student billing/Gold Cards as required
- Coordinate contact with insurance carrier on day-to-day property/casualty issues
- Other duties as assigned

**Competencies/Skills**

- Proficient bookkeeping, mathematical and clerical skills
- Proficient knowledge of MS Office, Blackboard and The Education Edge (Blackbaud)
- Excellent customer service skills
- Strong oral, verbal and written communication skills
- High level of attention to detail
- Self-starter with a high level of independence

**Qualifications**

Bachelor's degree in accounting, finance, or a related field OR a BS degree and 2–3 years of 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. Typical office hours are from 8 a.m. to 4 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](mailto:employment@mcquaid.org) on or before February 26, 2021.