



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Business Manager

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Business Office

The Fordham Preparatory School Business Office is comprised of the Chief Administrative Officer, the Business Manager, an Assistant Business Manager, and a Bursar. The Chief Administrative Officer is a CPA who has been at Fordham Prep for 9 years. The school's financials are audited annually as coordinated by the Business Manager. Budgets are coordinated by the CAO, presented to Board for approval each June.

The Position

The ideal candidate would have a mix of public and private experience. Someone familiar with Jesuit education and school administration would be preferred. The Business Manager reports to the Chief Administrative Officer. The position is responsible for managing all financial records of Fordham Prep. The role leads the timely closing of the school's books, the annual audit, and the maintenance of the school's endowment. The Business Manager would manage the work of the Assistant Business Manager and the Bursar. The position will work with the Assistant Business Manager in coordinating the automation of the AP process and the payroll process within the first 18 months of hire. The goal would be to automate as much as possible to allow this position, and the rest of the department, to do more value add work for the students of Fordham Prep.

Detail current functions include:

- Supervision of Business Office Staff
- Preparing monthly financial statements
- Reconcile cash, accounts receivable, other receivables, payroll, etc. on a monthly basis
- Reconcile investments on a monthly basis and prepare endowment summary
- Reconcile development activity on a monthly basis
- Coordinate annual audit.

Prepare supporting schedules and detail for auditor
Coordinate with CFO on annual budget and upload of the budget into the financial system
Coordinate hiring budget, manage the schools payroll process with the Assistant Business Manager
Coordinate work of the Bursar in tuition collection and Financial Aid process by coordinating with Admissions and Director of Financial Aid
Manage the finances of capital projects (new master plan beginning 2022)
Prepare and present financial statement detail to Finance and Investment Committees of the Board of Trustees
Co-manage relationships with all of the Prep's banks (Webster and HVB) and investment companies (JP Morgan, Gabelli, Vanguard, etc.)

Benefits coordination

Coordinate with CAO on the review and renewal of all insurance policies on an annual basis (liability, workman's comp, D&O, health)
Update salary, stipend and benefits information for all employees on an annual basis
Consult with current and past employees on any benefits information questions, including questions pertaining to retirement benefits

Tax

Prepare 5500 filings for 125 cafeteria plans and health and life insurance welfare plans
Coordinate any other tax filings (sales and use)

Financial Aid

Oversee the financial aid process. This includes working on the financial aid budget, keeping track of status of awards accepted, consulting on appeals and questions from other members of the financial aid committee.

Other

Coordinate with CAO management of NYS and other grant programs (e-rate, NYS STEM, etc.)

The Financial Accounting System

Fordham Prep School currently utilizes the Blackbaud Accounting System for the general ledger, accounts payable, and student billing functions. This is a packaged software used extensively by many independent schools.

The Business Manager, as with all Fordham Prep employees, is invited to get as involved in as many aspects of school life as they wish. This includes anything that provides continuous students' growth and formation in the spirit of Ignatian values such as retreats, alumni reunions, service trips, or moderating of clubs. As such, he or she will foster a school culture that promotes a lifelong openness to growth and a commitment to the service of others. He or she will inspire their colleagues and Fordham Prep students to seek opportunities in which they can strive for the *magis* and seek the greater glory of God in all areas of school life.

Salary range \$140,000 to \$200,000.