



Candidate Profile

Business Manager

St. Joseph's School for the Deaf

Bronx, New York 10465

www.sjsdny.org



Organization

St. Joseph's School for the Deaf was founded in the Fordham section of the Bronx, New York in 1869. It has been at its current location in the Throggs Neck section of the Bronx since 1913 and is housed in a stately red brick building by the Hutchinson Parkway and Cross Bronx Expressway. The building, situated on 12 acres of land, has been an impressive landmark in the Bronx. The surrounding neighborhood, as well as the city and state of New York, applauds the school for its success in educating deaf children for more than 152 years!

Mission Statement: St. Joseph's School for the Deaf will maximize the potential of each student and foster competence in literacy, critical thought, citizenship, and personal independence through educational experiences that are purposeful, equitable, and engaging.

St. Joseph's is one of eleven New York State 4201 schools that are funded by the Executive Budget to provide educational services to children who are deaf, blind, or severely physically disabled. The 4201 Schools Association's mission is to enhance and advocate for the education and future of New York's children with low-incidence disabilities. Each school has its own Board of Directors and receives financial support for operations and programming from the New York State Department of Education.

The school offers many programs and services but primarily provides full-day programs for children ages 3-14 emphasizing readiness skills, full academic/literacy curriculums, and enrichment activities. Bussing is provided through the NYC Department of Education and other districts. There is a Birth-3 Parent-Infant Program offering individual family sessions, individual speech-language therapy sessions, and play groups. Other programs include Sign Language Instruction programs for families, high school/college students, and community members.

Position Description

The successful Business Manager ensures the short and long term prudent fiscal operation of the school, including management of all assets and liabilities; leads the department in implementing best practices in financial management and planning; manages and provides oversight for all financial and related services; collaborates with the Executive Director to lead the budget process; administers the distribution of financial resources following allocations determined by the administration; and oversees all operations of the facility.

The successful Business Manager will manage and provide oversight for the day-to-day management of the business office to include such tasks as preparation of financial statements, departmental reports, payroll, accounts receivable/payable, benefits, and other

HR-related items. The Business Manager will develop and maintain a collaborative culture that serves the financial and operational needs of St. Joseph's School for the Deaf.

The Business Manager will proactively manage funding requirements and submittals of the 4201 programs and New York State Education Department (NYSED) and will work cooperatively with NYSED and New York City concerning funding while maintaining records for all expenditures.

As a member of the senior team, the Business Manager is expected to partner with the Executive Director in providing recommendations for best practices relating to the successful operation of the school.

Responsibilities include; Financial Resource Management, Administration Management, and Facility and Property Management in compliance with Federal, State, and Local requirements.

Essential Duties and Responsibilities

- Prepare, maintain, and report the annual budget.
- Maintain of the Operating Fund financial records which include Accounts Receivable/ Payable, General Ledger, Journal Entry, Bank Reconciliation.
- Maintain the Designated Fund Account (Private Funds) financial records which include Accounts Receivable/Payable, General Ledger, Journal Entry, Bank Reconciliation.
- Maintain of the Federal Project Account (IDEA) financial records which include Accounts Receivable/Payable, General Ledger, Journal Entry, Bank Reconciliation, Request for Payments, Annual Report Filings.
- Assist the Executive Director as needed to ensure timely filing of all reports.
- Work closely with the School's external auditors to assure that procedures are consistent with School policies, internal controls are adequate, and Generally Accepted Accounting Principles for not-for-profits.
- Formulate, review, and ensure the integrity of accounting and record-keeping procedures
- Maintain/update St. Joseph's Accounting Policy and Procedures Manual.
- Have knowledge of all accounting functions, preferably in a non-profit environment. Experience with a special needs school or similar operation would be viewed as a plus.
- Supervise all functions of the payroll process and the related accounting requirements.
- Maintain and reconcile of all bank accounts including Deposits, Withdrawals, Balances, Electronic Transfers, Sign checks as needed.
- Act as liaison for SJSD with the school auditors and coordinate all needs for the annual audit as well as prepare worksheets for auditors use while completing the Consolidated Financial Report to State Education Department.
- Assist auditors with the filing of the annual Consolidated Financial Report.
- Act as liaison for Executive Director during State audit and provide all financial records accordingly.
- Act as liaison with NYC Department of Education and other Districts as needed to reconcile monthly student rosters with each district and maintain accounts receivable. Perform annual reconciliation of student FTE with NYC BOE and SED and annual Per Pupil Charge (PPC) reconciliation with SED.
- Prepare financial reports for the Board of Directors and the Executive Director upon request.
- Act as liaison with the bank to maintain the SJSD credit line, arrangement of advances, and repayments when needed.
- Prepare budgets for Business Office and Housekeeping and Maintenance and approval of all purchases made for these departments.
- Arrange general maintenance of the school, vehicles, plant, and grounds and maintain files on fire inspections, building inspections, boiler inspections, vehicleregistrations/ inspections, and correction of violations that occur.

- Review contracts and obtain necessary bids following SED directives.
- Attend management, financial, and Board of Directors meetings when requested.
- Prepare financial reports as required.
- Act as Notary Public for school records and employee forms.

Requirements

- Ability to work in a team-oriented environment. Someone who can cope well with pressure.
- Individuals must be well organized, precise, and accurate and be honest, discreet, and confidential. Must possess very good communication and interpersonal skills.
- A person of exceptional character – motivated, energetic, friendly, and dedicated to the organization and what it stands for. At the end of the day, it is all about the children’s best interest.
- Excellent verbal and written communication skills.
- Well-trained and technical literacy including Microsoft Word and Excel and QuickBooks.
- Business Administration Degree or equivalent experience. BS/BA in accounting, finance, or relevant field is preferred.
- Solid knowledge of GAAP and regulations.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Compensation and Benefits

- Competitive compensation/salary
- Health, Dental, Disability insurance
- Defined benefit plan through the State of New York - Annuity plans available.
- Opportunity to participate in professional development, professional courses, and conventions

Inquiries and Resume Submission

To be considered for this outstanding opportunity all cover letters and resumes should be received by June 17, 2021 - preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with your resume to:

Manny Gugliuzza, CCM, CCE
Principal and Search Consultant
mannyg@gsiexecutivesearch.com
732-618-8665

This position is available immediately.