



# CISTERCIAN PREPARATORY SCHOOL

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**Job Title:** Business Manager  
**Department:** Administration  
**Location:** Irving, Texas  
**Date Posted:** 12/16/2024

**FLSA status:** Exempt  
**Reports to:** Headmaster  
**Position Type:** Full-time  
**Start Date:** 8/18/2025

## OVERVIEW

Cistercian Preparatory School (Cistercian) is an independent Catholic preparatory school near Dallas, Texas, educating boys grades 5-12 through an all-honors curriculum. Cistercian is rooted in the life and spirit of Catholic monasticism. It offers talented and motivated young men challenging programs within a supportive community, allowing them to develop their strengths and face their weaknesses in preparation for college and life beyond, all for the good of the whole person in service to God and neighbor.

## SUMMARY

Cistercian has a unique appeal that draws in and keeps exceptional talent for the long term. The new Business Manager will play a crucial role in maintaining and further elevating our School's outstanding standards, while fully engaging with its close-knit community, collaborative spirit, and mission. Given Cistercian's deep-rooted traditions and long-term vision, the Business Manager must first take the time to understand and embrace our culture before taking action. Reporting directly to the Headmaster, the Business Manager will work closely with other members of the leadership team and build strong relationships with key stakeholders across the School community.

## RESPONSIBILITIES

- Oversee and manage Business Office functions including revenue collection, accounts payable, vendor contracts, payroll, human resources, accounting and reporting, regulatory reporting and compliance, risk management, financial aid, the external audit and other business administration activities.
- Review the work of direct reports and provide training as needed. Assist with hiring direct reports as needed.
- Ensure that proper financial policies are in place, detailed records are maintained, and internal controls observed to safeguard assets, protect confidential information, and provide accurate financial reporting.
- Develop, monitor, and manage the School's budget, ensuring financial resources are allocated efficiently and in alignment with the School's goals.
- Collaborate with and aid the Headmaster and School Board committees in meeting fiduciary responsibilities.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Participate in developing school strategy by providing recommendations, financial analysis, projections, and other data to inform the process.
- Model high ethical standards and respect for colleagues, alumni, parents, and students in conducting School business.
- Communicate in a clear and enthusiastic manner to all staff and stakeholders.

- Remain current with business management trends in education and participate in educational opportunities such as reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.
- Learn and understand the culture of our community and the wider educational environment to support the School and its leadership.

### **SPECIFIC SKILLS AND ABILITIES**

- Strong knowledge of Generally Accepted Accounting Principles, budgeting, financial reporting, and investment management - experience in an educational setting is highly beneficial.
- Proficiency in administrative and non-profit financial software systems, Blackbaud preferred. Strong proficiency with Microsoft Office suite.
- Familiarity with human resources practices and employment laws in educational settings.
- Ability to lead and work collaboratively with the School's leadership, staff, and community.
- Excellent interpersonal and communication skills.
- Strong organizational and time management abilities.
- Keen analytical competence and a detail-oriented work style.
- Adaptability and creativity in problem-solving.
- High ethical standards and integrity.
- Commitment to educational excellence
- Ability to be flexible to the demands of the role as needed.
- Must be able to pass a comprehensive background and credit check.
- Dedication to the school's mission and values.

### **QUALIFICATIONS AND COMPENSATION**

- A BBA in Accounting or MBA in Business Administration with a concentration in Accounting, CPA with audit experience is desired.
- Minimum of 5 years of experience in full-cycle accounting, preferably with a managerial background. Some level of non-profit accounting experience is ideal.
- Compensation commensurate with experience.

Cistercian Preparatory School does not discriminate based on race, color, creed, national, or ethnic origin in the administration of its employment, admission and education policies, financial aid programs, athletic programs, and other activities.

Qualified candidates should complete an online application for employment at (<https://school.cistercian.org/contact-us/employment/>).

Please direct all inquiries and resumes to Lisa Richard at Cistercian Preparatory School ([lrichard@cistercian.org](mailto:lrichard@cistercian.org)) and visit <https://school.cistercian.org> for additional information about the school.