



Gibault Catholic High School, located in Waterloo, IL, was founded in 1966 and has a rich history of educational innovation while offering a college-prep experience in a faith-filled environment. The mission of Gibault Catholic High School is to provide a Catholic educational community that celebrates the dignity and uniqueness of every person, cultivates lifelong learning and the pursuit of excellence, fosters faith, inspires commitment to justice and service, and works to develop a life-affirming relationship to the world.

We are excited to introduce a new phase as we embark on a journey of transformation and growth. We are thrilled to introduce our revamped office staff with the positions listed below. Our commitment to excellence in education remains unwavering and this restructuring of our staff positions reflects our dedication to providing a faith-filled, student centered learning environment.

Since the roles now look different, all office positions are being posted as follows:

- Principal
- Faith Formation Coordinator
- Educational Success Coordinator
- Admissions and Advancement Coordinator
- School Administrative Assistant
- Business Manager
- Part time Athletic Director



GIBAULT CATHOLIC HIGH SCHOOL

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POSITION AVAILABLE: BUSINESS MANAGER

Gibault Catholic High School is seeking a skilled and dedicated Business Manager to join our team. This person plays a crucial role in overseeing the financial operations, ensuring efficiency, and compliance with relevant regulations.

Responsibilities:

- Manage all financial activities, including budgeting, forecasting, and financial reporting.
- Oversee accounts payable and receivable, payroll, employee benefits, and banking transactions.
- Develop and implement financial policies and procedures to maintain fiscal responsibility and transparency.
- Process gifts, track donations, and acknowledge donors.
- Prepare Gibault's clubs and organizations' financial information to their officers
- Coordinate with the administration to develop and monitor annual budgets.
- Reconciles all accounts monthly and annually to close the fiscal year according to diocesan financial policy and procedures.
- Deposit funds into appropriate accounts.
- Collaborate with the school leadership team to support strategic planning initiatives.
- Provide financial analysis and recommendations to support decision-making.
- Stay informed about relevant laws, regulations, and best practices in financial management for private, educational institutions.
- Assist fundraising efforts as directed by the President.
- Any other duties assigned by the President.

Qualifications:

- A deep commitment to Catholic education and the mission of Gibault Catholic High School.
- Bachelor's degree in finance, accounting, business administration, or a related field
- Proven experience in financial management in an educational or nonprofit setting.
- The ability to maintain confidentiality
- Excellent analytical and problem-solving skills with attention to detail.
- Proficiency in SAGE Intact Software and Microsoft Office
- Effective communication and interpersonal skills with the ability to collaborate with others

To apply:

Send cover letter, resume and a list of references to Diocese of Belleville, Office of Education, 222 South Third Street, Belleville, Illinois 62220 or email officeofeducation@diobelle.org. Employment is contingent on successful completion of a background check.

Applications are due by April 30, 2024