

## **Business Manager, Part Time**

Saint Pius V School in Providence is seeking a part time Business Manager to join our team. The well qualified candidate will have experience in bookkeeping and internal controls. This person will be familiar with QuickBooks, Excel and Paychex payroll system. The Business Manager will post deposits and bills, prepare bank reconciliations, assist in financial aid awards and monitor tuition payments. The Business Manager will also handle payroll and be the go to person regarding Diocesan benefits and pension issues.

The hours are 8:30am – 2pm Monday – Friday, however there is some flexibility for the right candidate. A bachelor's degree in accounting or related field is required, along with at least 3 – 5 years of experience.

Qualified candidates should send their resume, cover letter and reference letter from their pastor to:

Sister Maria Francesca Wiley, O.P., Principal  
Saint Pius V School  
49 Elmhurst Ave.  
Providence, RI 02908

Or via email at: [principal@spvri.org](mailto:principal@spvri.org)