



MOUNT ST. MARY ACADEMY

Business Manager

Mount Saint Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12 is seeking a full-time Business Manager. We seek an intelligent, energetic, talented, personable, collaborative business professional of the highest moral character to serve in this role and help us advance the mission of Mount St. Mary Academy:

Mount St. Mary Academy, founded by the Sisters of St. Mary of Namur, is a Catholic, private, college preparatory school for young women. Within a nurturing and academically challenging and inclusive environment, the Academy strives to develop the whole person's gifts and potential. Guided by our Catholic tradition, and rooted in Gospel values, we empower scholars to be leaders dedicated to lifelong learning, moral integrity, social justice, and service to and inclusion of others.

The Business Manager reports to the Principal and has responsibility for the fiscal and insurance matters of the Academy and normal business activity such as purchasing and payroll. Additionally, this person guides Human Resources (HR) with the support of the HR specialist. The Business Manager supervises the Finance Assistant. The Business Manager prepares the annual budget in consultation with the Principal and the Finance Committee of the Board of Trustees.

The Business Manager must have a strong background in finance and accounting. An advanced degree is preferred. The Manager has expert knowledge of accounting and auditing standards and rules of not-for-profit institutions.

The Business Manager works closely with all members of the School's leadership team, especially the Principal, Assistant Principal, the Director of Admissions, the Director of Institutional Advancement and the Director of Athletics and Operations.

The annual salary range for this Director position at Mount St. Mary Academy is \$52,000 to \$65,000 based on professional experience and job responsibility. This salary range is made in good faith and believed to be true at the time of posting. The proposed starting date is November 2025. This is a twelve month position.

Any interested candidate should submit a cover letter and resume no later than Monday, November 17, 2025 to Katherine Spillman, Principal, kspillman@msmacademy.org