



JOB DESCRIPTION

TITLE: Business Manager
DEPARTMENT: Business Office
REPORTS TO: Vice President for Finance
SUPERVISES: None
STATUS: Non-Exempt
CLASSIFICATION: Administrative Staff
F.T.E: Full-time
SALARY RANGE: \$58,000-\$62,000
DATE REVIEWED/
APPROVED: 5/2/2025

ABOUT VILLA MARIA COLLEGE:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

MISSION STATEMENT:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

OUR CORE VALUES:

“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need, and Justice & Peace.”

Diversity Equity, Inclusion & Belonging Statement:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

BENEFITS OF WORKING AT VILLA:

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Shortened summer work week
- 1 day per week to work from home
- 13 paid holidays, plus a winter break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

POSITION SUMMARY:

The Business Manager is crucial in maintaining efficient processes in all areas of the Business office. These areas include: Human Resources, Student Accounts, Payables and other areas that help with financial records.

ESSENTIAL RESPONSIBILITIES:

- Management of all new hire paperwork and process improvement related to electronic file storage for employees
- Assist employees with enrollment in health insurance, dental/vision, and the retirement plan
- Maintain employee personnel files in line with government regulations;
- With assistance from the VP, respond to employee inquiries related to HR/payroll records
- Maintain compliance with federal, state and local legislation pertaining to personnel
- Update information as needed into the HR/Payroll system and CAMS/Elements
- Maintain records pertaining to student accounts receivable and helps students pay their balances down
- Ensure regular processing of student accounts integration with the accounting system
- Work with the College's debt collection agency on strategies to collect on past due bills
- When needed, help the Student Accounts Director with student needs
- Review, create and make recommendations on financial processes to improve controls of the business office and the college as a whole
- Help with administration of College credit cards
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Bachelor's Degree in business administration or relevant field is desired, but not required;
- Three to five years of business-related experience;
- Excellent communication and interpersonal skills;
- Understanding of employment legislation and regulations;
- Must have business acumen.
- Familiarity with higher education

- Familiarity with Student accounts and payables processes
- Excellent organizational skills

WORK SETTING:

Professional business office setting. General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position. Ability to travel when needed.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance

VILLA MARIA COLLEGE INCLUSION STATEMENT:

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