

**EMPLOYMENT OPPORTUNITY**  
**Arrupe Jesuit High School**  
**Business Administrator, Business Office**



**About Arrupe Jesuit:**

Arrupe Jesuit High School is a Roman Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from Denver's inner-city neighborhoods. By enhancing the human, intellectual and spiritual capacities of our students through a rigorous, innovative and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

**Position:**

The Business Administrator serves as the primary point of contact for families regarding tuition, financial aid and the free and reduced lunch program. The role of the Business Administrator is to provide families with the assistance needed to navigate applying for financial aid and supporting families throughout their Jesuit college preparatory education. In addition, the Business Administrator supports Arrupe's participation in the Federal School Lunch and Breakfast Program and assists with new employee paperwork.

**Primary Responsibilities:**

- Review family financial information and assign tuition rates
- Manage internal financial aid budget
- Maintain student tuition records and prepare monthly invoices and statements
- Post tuition receipts to student accounts
- Handle bank deposits
- Communicate with families to collect past due tuition accounts and work to develop payment plans during times of hardship
- Serve as primary point of contact for external scholarships and assist families with application process
- Collect applications for the Federal School Lunch and Breakfast Program
- Update the lunch tracking and billing system
- Prepare daily production reports for the Federal School Lunch and Breakfast Program
- Create Direct Certification Reports for the Federal School Lunch and Breakfast Program
- Support the business office through ongoing relationship management
- May help develop and maintain training for members of the Business Office
- Guide families throughout their Jesuit college preparatory education journey
- Perform other duties as assigned

**Minimum Qualifications:**

- Bachelor's degree or combination of Associate's degree and equivalent experience
- Three (3) years of business experience or work in a school environment
- Understanding of and commitment to upholding the Jesuit values and mission of Arrupe Jesuit High School
- Intermediate to advanced knowledge of Microsoft and Google suites
- Excellent verbal and written communication skills
- Effective time management and organizational skills
- Demonstration of both interpersonal and analytical skills
- High level of motivation, strong sense of initiative and self-direction
- Ability to handle multiple demands and competing deadlines

**Preferred Qualifications:**

- Bilingual in Spanish/English

**Compensation:**

- Salary is commensurate with experience, with a target range of \$48,000-\$60,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation, and holidays

**Reports To:**

Business Manager, Business Office

**Contact:**

Please send a resume and cover letter to [jobs@arrupemail.org](mailto:jobs@arrupemail.org).