



Holy Family Catholic High School Position Description

Job Title: Accountant
Reports to Title: Director of Finance
Direct Reports:
Provides work direction to:

FLSA: Exempt
Date: August 2019
Dept: Administration
Hours: Full-time Year-Round, salary with benefits

Purpose of Position: To perform accounting functions for Holy Family

General Responsibilities: Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and the purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal.

The mission of Holy Family Catholic High School is to offer students excellence in education by providing opportunities to grow spiritually, morally, intellectually and physically within a community of faith. We empower and encourage our students to achieve personal excellence, to use their talents to lead, to serve God, one another and the larger community. Each employee is expected to support and promote that mission.

*Professional Responsibilities

Tuition Management

- Enter data into TADS for Tuition, Tuition Assistance, Scholarships, Lasallian Awards, Senior Fee, Activity Fee, and Tuition Remission
- Prepare journal entries to record amounts posted for tuition into the accounting system
- Verify that charges and tuition assistance for all students have been properly recorded in TADS

Tuition Assistance

- Prepare Tuition Assistance Spreadsheet from TADS data. Update data before each Tuition Assistance meeting and maintain a record of all Tuition Assistance awarded throughout the year
- Prepare documents for tuition assistance committee meetings
- Prepare Tuition Assistance award letters
- Compare tuition assistance spreadsheet with TADS signed agreements for accepted awards

Accounts Receivable

- Monitor student accounts in TADS for past due status at least twice a month. Place phone calls or email as necessary for collection.
- Post to TADS all miscellaneous charges, including textbooks and fees
- Ensure all outstanding charges from Seniors are collected prior to graduation
- Report to Director of Finance regarding past due accounts
- Maintain spreadsheet for miscellaneous receivables (text & library books, AP test fees, registration fees)

Deposits

- Prepare and code all deposits
- Determine if any payments are for taxable items
- Process on-line check deposits and deposit cash at the bank
- Reconcile receipts to 3rd party site detail (sports participation fees, lunch payments, registration fees, etc.)
- Post deposits to the accounting system

Accounts Payable

- Verify charges are correct and reasonable and that items have been received; obtain any necessary approvals and documentation
- Code invoices to the proper expense accounts
- Resolve any discrepancies
- Prepare credit card journal voucher. Include all invoices and detail from card holders to support charges

Lunch Computer System

- Maintain the Lunch System Files, verify that new students have been entered into the system, post receipts, provide new students with their pin numbers
- Print daily and monthly reports
- Reconcile lunch system balance with general ledger balance

Month-End Close

- Organize cash transaction spreadsheet to ensure all activity is recorded
- Prepare journal vouchers for all unposted cash receipts and disbursements
- Prepare journal vouchers for the monthly recurring closing entries

Other

- Maintain files: student financial, accounts payable, outside contracts
- Prepare monthly and annual enrollment reports
- File quarterly sales tax report with the state
- Maintain detailed spreadsheet of Lasallian Youth balances
- Assist team reps with status of their department revenue and expenses and agency accounts
- Account analysis, as needed

Other Responsibilities

- ♦ Perform other duties and assume other responsibilities as assigned.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff member(s) assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. More detailed listings of duties and tasks might be outlined in supplemental documents such as departmental procedures or administrative manuals. Assigned responsibilities may change, as Holy Family Catholic High School's needs change.

The responsibilities preceded by “*” are essential functions of the position.

Qualifications: Bachelor’s degree in Accounting or equivalent experience.

Mental Demands: Ability to multi-task and to maintain confidentiality. Must be sensitive in dealing with parents and students.

Physical Demands: Ability to sit an extended period of time