
Job description

POSITION: SCHOOL BUSINESS MANAGER REPORTS TO: School Principal and Pastor
RESPONSIBILITIES:

1. TUITION MANAGEMENT

- Collect and deposit all registration fees
- Handle all interfaces with FACTS Tuition Management
- Prepare tuition-related documents for distribution to all families in Spring Collect and review all tuition payment agreements.
- Calculate tuition/fees to be collected
- Prepare and maintain local tuition database
- Set up tuition accounts in FACTS
- Record and deposit tuition monies received at school
- Record FACTS deposits in operating account
- Assist principal with tuition assistance processing, calculating awards, preparing letters of notification to families
- Record tuition assistance awards in FACTS Monitor delinquencies-provide reports to the principal as needed.

2. Accounts Payable Review/verify all vendor invoices.

- Enter bills in CNA, prepare checks, mail payments Process check requests Maintain files of bills paid

3. Payroll Administration

- updated salary and payroll deduction information for all school employees
- Collect timesheets and submit semi-monthly payroll input to USA Payroll (done in conjunction with the parish) Transfer money between school bank accounts for payroll
- Prepare journal entry to record payroll expenses in Diocesan accounts
- Prepare the journal entry for payroll bank account Calculate reimbursement due from parish

4. Banking Deposit ACE fees, annual fund donations, and other donations in operating account Reconcile bank accounts Manage the principal's bank account

5. Financial Reporting Generate monthly financials, quarterly reports, and end of year documentation

6. Budget Assist principal and budget committee in preparation of the school budget Error check template received from Diocese

7. Other Administrative Works

- Prepare teachers' contracts and non-contract employment letters
- Prepare purchase orders as needed to purchase equipment/supplies Review vendor contracts
- Maintain files of vendor insurance certificates and W-9 forms
- Provide other information/reports/forecasts/analysis as requested by the principal or pastor.
- Attend quarterly Finance Council Meeting

Pay: \$25.00 per hour