

Saint Paul Parish
Position Description

Job Title: School Financial Manager

Status: Hourly Non-Exempt

Reports To: Parish Manager

Accountable to: Principal

Supervises:

- None, but directs school administrative personnel in areas relevant to this position.

The School Financial Manager reports directly to the Parish Manager and handles the day-to-day financial transactions for St Paul School. The School Financial Manager is also accountable to the School Principal and works as a team member with School administrative personnel. The School Financial Manager assists in the preparation and monitoring of the School Budget and participates in the annual financial review of St Paul School. Working with Parents and Guardians, the School Financial Manager is responsible for establishing tuition payment schedules and for the collection of past due tuition accounts.

Primary Responsibilities:

- Works with Smart Tuition system in the billing and collection of all tuition. Oversees set up of family tuition accounts and acts as liaison between Smart Tuition, school, office, and parents. Makes calls to Parents/Guardians and sets up payment plans for all tuition accounts.
- Maintains strict confidentiality of sensitive information regarding students and families of the school.
- Manages School accounts payable and receivable.
- Handles finances of Home School Association and other school organizations.
- Administers financial aid/scholarship programs offered by the school.
- Approves ordering of all School educational equipment and materials and teacher and office Supplies within adopted School Budget.
- Responsible for Aftercare and PreK program financial administration.
- Maintains Parish subsidy records and handles all related correspondence with parents and other parishes.
- Assists Parish Manager and Principal in the preparation and monitoring of annual budgets.
- Attends meetings of the School Board finance committee as requested by Parish Manager.
- Participates in annual financial review as requested by Parish Manager.
- Varies work schedule to be available to parents for tuition payment plan consultation before or after School hours.
- Other relevant duties as assigned.

Required Skills:

- Past experience with full charge bookkeeping.
- Undergraduate degree in accounting, or equivalent experience
- Able to work effectively with Word, Excel and Quickbooks.
- Tact and Tenacity in tuition collections in keeping with School Policy.

Position Profile:

- Part Time, Maximum 20 hours per week