



Job Description Finance Assistant Newman Catholic Schools District Office

Qualifications

- Demonstrated knowledge and skill with the following software: Word, Excel, and Google services
- Ability to learn new software applications
- Possesses excellent oral and written communication skills
- Respects confidentiality and handles confidential information with discretion
- Possesses excellent organizational skills
- Maintains a professional appearance at work and at all NCS functions
- Dependable, good attendance and work habits
- Is self-motivated and requires little supervision
- Minimum education: High School diploma and previous job-related experience preferred

Reports to

- Direct Supervisor – NCS Controller

Accounts Payable

- Completes Accounts Payable operations with input from NCS Controller
- Processes invoices sent to District Office for payment
- Communicates with NCS administrators re: purchase orders and payment requests as needed
- Communicates with vendors re: invoice payments, clarifications, correction of errors, etc.
- Manages proper collection and filing of W-9 forms

Payroll

- Process multiple payrolls
- Process and submittal of relative payroll reporting
- Process of relative taxes—monthly, quarterly, annually
- Payroll compliance
- Maintain payroll records, benefit and retirement deductions
- Communicate with employees

Other Finance Related Tasks

- Assists with bank deposits
- Assists with preparation of audit materials
- Assists Controller with any finance related work such as budget data entry, etc.
- Attends Finance Committee meetings, takes minutes and disseminates to appropriate stakeholders
- Performs other duties not listed in support of District Office, as directed by supervisor

Hours/Benefits

- This is a 100% position 30 hrs/week to start, increasing to 40hrs
- Full Benefit Package – Health, Dental, Vision, Life, Disability, 403b Retirement

Evaluation and Assessment of Job Performance

- Employee will be evaluated at 30 days, 60 days, and then annually thereafter.
- Evaluation will contain two components: Self-Assessment and Assessment by Supervisor. The above job description will serve as a basis for job performance evaluation.