



ARCHBISHOP RIORDAN HIGH SCHOOL

175 Frida Kahlo Way, San Francisco, CA 94112

OFFICE (415) 586-8200 • FAX (415) 587-1310 • www.riordanhs.org

About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Position: Staff Accountant

Reporting to the Controller, the Staff Accountant is responsible for processing revenue and receivables from sources of income, including tuitions, student activities, gifts and contributions, grants, events, and other types of revenue. The Staff Accountant is in charge of the revenue and accounts receivable function, including but not limited to TADS management, cash receipts, general ledgers, account coding, and data integrity, and adheres to deadlines and compliance with revenue recognition requirements under GAAP. This position requires strong accounting knowledge, analytical skills and excellent problem-solving ability. This is a full-time position.

Responsibilities

- Direct the accounts receivable and revenue function to ensure maintenance of accurate, complete and detailed records.
- Maintain tuition receivable subsidiary ledger TADS. Process cash receipts and journal entries.
 1. Update tuition rate and fee schedule annually in TADS.
 2. Coordinate with Powerschool manager to set up new class student IDs, create student profile template for TADS implementation.
 3. Request financial aid master worksheet from the Enrollment office, create financial aid template for TADS implementation, reconcile TADS credit allocation reports with financial aid master worksheet.
 4. Request RSP fee charges worksheet from Enrollment office, create RPS charge template for TADS implementation, reconcile TADS RSP charge with RSP fees worksheet that is maintained from RSP department.
 5. Create the boarding and international day tuition and fees template for TADS implementation.
 6. Coordinate with the enrollment team on external scholarship receivable setup.



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7. Review account reconciliation report from TADS to verify all charge and credit amount are implemented correctly in TADS before tuition agreements are sent out.
 8. Process any changes in TADS, including but not limited to changing invoice date, financial aid amount, incremental fees charges, payment schedules under the Controller's approval.
- Review tuition and financial aid related journal entries prepared by the Archdiocese.
 - Ensure accounts receivable are appropriately recognized and reconciled between the general ledger and subsidiary ledger.
 - Manage scholarship receivable invoices and record receipts.
 - Manage and record online transactions for the Boarding and International Day program, Enrollments, Summer and Winter Camp, and other activities.
 - Provide supporting documents regarding revenue.
 - Process electronic bank deposits.
 - Record cash receipts for deposits and journal entries for debits activities in the accounting system. Reconcile cash receipts and journal entries to the bank statements. Reconcile imprest account activities.
 - Issue, monitor, and track annual enrollment contracts for re-enrolling families.
 - Assist weekly Account Payable and process check requests and Advance Purchase Request in the Intacct system.
 - Maintain credit card payment portal and follow up with cardholder for timely submission and recording.
 - Track outstanding checks and follow up with vendors.
 - Prepare audit revenue and receivable-related schedules.
 - Update dashboard revenue and receivable related schedules.
 - Prepare statistical reports requested from various organizations.
 - Prepare special reports as needed. Perform other duties as required.

Qualifications

Credentials/Education:

- BA or BS degree in Accounting, Business Administration, or Finance.
- 3-4 years of related work experience, ideally including experience in an educational setting.
- Advanced level of MS Excel and MS Word.



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Knowledge/Experience required:

- Working knowledge of generally accepted accounting principles, theories, and practices. Proficiency with accounting software and ability to understand the flow of information between support system, subsidiary, and general ledger and its impact.
- Excellent writing, communication, and organizational skills with strong attention to detail.
- Ability to diplomatically communicate with parents, students, staff, and vendors.
- Must be able to work independently and collaboratively in a team environment. Must be available at certain school events and activities, including but not limited to the enrollment and audit preparation seasons.

Desired Knowledge/Experience:

- Non-profit industry.
- Working knowledge in non-profit accounting software, TADS, and Raiser's Edge software.

Compensation

Annual salary range: \$95,000-\$102,000

FLSA: exempt, full-time

12-month position

To apply, please email your cover letter and resume to:

Mr. Scott Mentzer, Controller

smentzer@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)