

HOLY FAMILY CRISTO REY CATHOLIC HIGH SCHOOL JOB DESCRIPTION

POSITION: Accountant II

SCHEDULE: Full or Part-time (Flexible 30 hours a week)

SUPERVISOR: Director of Business Operations and Administration

Non-exempt

JOB SUMMARY:

The finance office has a variety of tasks that must be completed each day. These are wide ranging and take a variety of abilities to complete each. Attention to detail is primary in this role as employee paychecks and cash is at stake. This position also works with data on a monthly or annual basis. Regular follow up will be important to assure that all required tasks have been updated, revised and completed. This position will report to the Director of Business Operations and Administration.

QUALIFICATIONS:

- Bachelor's degree in Accounting
- Working knowledge of MS Office Suite Products, PowerSchool a plus
- Strong written and communication skills
- Strong foundation of basic accounting principles in the nonprofit sector
- Experience calling to collect bills
- Strong interpersonal skills and ability to engage with urban students and their families
- Knowledge of QuickBooks
- Knowledge of Donor Perfect a plus
- Commitment to Catholic Education
- Ability to be flexible

DUTIES:

- Prepare daily deposits
- Prepare biweekly payroll
- Prepare payroll tax and insurance forms and respond to all related correspondence
- Verify all inputs to payroll including raptor reports and make sure that vacation is kept up to date
- Prepare biweekly Journal Entries for Payroll.
- Maintain list of all contracts, leases or similar documents at HFCRCHS
- Enter and create all Purchase Orders in QuickBooks assuring that all items are properly coded to match budget
- Order all supplies and services for school as required by approved Purchase Orders
- Verify receipt of ordered supplies, matching POs to invoices and forwarding to accounts Payable
- Assist with monthly filing of CNP reports and reimbursements as needed

- Have a general understanding of building safety procedures and take action to assure that any event is directed to the appropriate party
- Assure that all building copy machines are in good working order and receive service as needed. Maintain a good relationship with Copy Machine company
- Maintain student database in QuickBooks for billing
- Maintain all Accounts Receivable
- Call parents of any student who has a receivable of 30 days or older, requesting payment
- Contact appropriate HFCRCHS staff to request follow up with CWSP or Capital Campaign Accounts
- Work with development staff to assure that Donor Perfect and QB are reconciled on a monthly basis
- Work with Auditors as needed
- Other duties as assigned by Director of Business Operations and Administration/President

Software to be learned/used:

QuickBooks online
Donor Perfect
Power School
Raptor
Evolution Payroll
Payment Processors
MS Office Suite of Products