

## **Nazareth Elementary School - Job Opening**

### **ACCOUNTING ASSISTANT**

#### **Summary of Job Description**

The qualified candidate will work directly with the Business Manager in managing the daily finances of the school. The Accounting Assistant reports to the Business Manager and is responsible for the implementation of tuition collection policies and procedures of Nazareth Elementary. Ability to prioritize, multi-task, keep confidentiality, have strong organizational and communication skills are essential. Computer skills required include Google Docs, Microsoft Office, and accounting software. Previous experience in accounts payable, budgeting, and financial statement preparation is recommended. Working collaboratively with the Business Manager assures a smooth financial operation of the school. This is a 12-month position.

#### **Areas of Responsibility**

- Maintain computerized accounts receivable: set-up spreadsheets and maintain student files and invoicing, record cash receipts, issue credit/debit memos as needed.
- Implement the FACTS tuition management program
- Prepare and transport bank deposits
- Prepare reports and maintain records for accounts paid by the Department of Social Services
- Follow-up delinquent tuition accounts per the tuition collection procedures of the school
- Issue receipts for payments accepted in the Business Office
- Assist with file management
- Assist parents with entering financial data in FACTS for financial aid
- Assist parents with set-up of FACTS account
- Handle routine inquiries and interactions with parents
- Screen phone calls and provide routine information to callers.
- Identify and resolve problems in a timely manner
- Prioritize and plan work activities; use time efficiently
- Listen and get clarification when necessary
- Speak to parents and students in a professional manner and with compassion and understanding
- Perform clerical tasks as requested, including word processing, photocopying, and filing

#### **General Expectations**

- Maintain confidentiality regarding student records, accounts, and reports
- Maintain confidentiality regarding past and present employee files
- Maintain confidentiality regarding all financial matters of the Business Office and Nazareth Elementary
- Greet parents in a friendly manner and with respect, courtesy, and willingness to assist them
- Relate to the students in a professional manner consistent with the policies of Nazareth Elementary
- Work collaboratively with other faculty and staff
- Punctuality, dependability, and accuracy are expected and required

A love for children and a desire to work with a diverse student population in a faith-filled, supportive learning environment and ability to work as a part of the school community required.

#### ***Please send cover letter and résumé to:***

Mrs. Catherine Cerase  
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