JOB DESCRIPTION

Diocese of Orange, Marian Alliance Schools

POSITION TITLE: Shared Service Center Manager

FLSA STATUS: Exempt

DEPARTMENT/PROGRAM: Marian Alliance Schools

REPORTS TO: Regional Business Manager

SUPERVISORY RESPONSIBILITY: Payroll and Accounts Payable and Receivable functions

INTERNAL/EXTERNAL CONTACTS: School Parents /Diocesan Staff/Parish Priest and Staff

PRIMARY PURPOSE:

The position of Shared Service Center Manager requires managing the transaction processing center for the Marian Alliance Schools and supervising all payroll and accounts payable, and receivable functions. The job requires presenting a favorable, businesslike impression of the schools, and discretion and resourcefulness in handling office problems and important confidential matters. It also involves frequent contact with the Diocese of Orange offices of finance and risk management, school staff, parish advisory councils, banking personnel, and the general public.

ESSENTIAL FUNCTIONS:

    PERFORMS ACCOUNTING FUNCTIONS :
- Manages and maintains all Marian Alliance bank accounts, including deposits held at the Diocese.
- Supervising appropriate staff as required
- Manages petty cash, replenishing as needed
- Transfers money in and out of the appropriate accounts at the Diocese as needed.
- Cash Management- Assures Diocesan regulation are strictly adhered to.
- Processes check and cash deposits received during the week and makes bank deposits as needed.
- Writes checks regularly for accounts payable and for reimbursing staff and volunteers.
- Enters collection data into QuickBooks and produces pertinent reports.
- Maintain close co-coordination with FACTS administrator to perform accurate "mirror accounting" within QuickBooks
- Service customer (family) accounts through FACTS before, during and after enrollment/Handle general questions concerning family/students accounts.
- Pays Diocesan invoices and transmits payments or special collections electronically.
- Files bank statements, deposit slips, returned checks and other supporting documents.

- Interfaces with outside accountant in the preparation of monthly financial statements, quarterly and annual reports.
- Attends finance council meetings as support staff to Marian Alliance presenting monthly financial reports and analyses of Alliance accounts.
- Coordinates with internal and external auditors for reviews and audits. I implements audit recommendations.
- Accepts and processes credit card donations and gifts.
- Occasionally inputs financial data Into PDS.
- Occasionally registers new school parents.
- Trains school accounting and data entry personnel on systems whenever possible.
- Control delinquency for potential 30 to 60 day past due accounts, under direct supervision.
- Provide expertise to Student Services Associates on collection activities.
- Take promises for payment based on assigned parameters: make recommendations on extensions and other problem account solutions to minimize losses
- Make recommendations on extensions and other problem account solutions to minimize losses.
- Helps School Finance/ Human Resource Manager whenever asked for direction, opinion, or other forms of work-related assistance.

OTHER RESPONSIBILITIES:

- Supports Regional Manager and Schools with special projects or programs, fundraising and other activities.
- Performs other tasks that may be required or requested.

QUALIFICATIONS & EXPERIENCE: REQUIRED:

Bachelor degree in Accounting or Finance with 10 – 15 years related experience; track record of academic and professional excellence; demonstrated skill in collaboration and teamwork.

DESIRED:
Experience in managing the financial affairs of a small business maintaining all records, books and financial reports. Managing banking relationships and providing financial reports as required. Experience in basic human resource management in overseeing all policy, hiring, and employee relations activities assuring appropriate HR practices are maintained.

PHYSICAL REQUIREMENTS: Normal Office Environment

EQUIPMENT OPERATED: Phones, Computers, Copiers, Facsimile, Scanner etc.