

Under general supervision of the principal, this employee performs a variety of complex and responsible clerical and basic accounting duties.

Skills and knowledge

- to be thorough and pay attention to detail.
- the ability to work well with others.
- the ability to work on your own.
- sensitivity and understanding
- to be flexible and open to change.
- excellent verbal communication skills.
- good customer service skills.

QUALIFICATIONS: KNOWLEDGE OF/ABILITY TO:

1. Basic accounting and advanced recordkeeping principles and procedures using office equipment and software
2. Learn and understand the organization and operation of a Catholic school
3. Perform mathematical calculations quickly and accurately
4. Good computer skills and the ability to learn and use various software programs
5. Establish and maintain effective working relationships staff and families
6. Under general direction, compose routine correspondence via email and social media platforms
7. Ability to compile and maintain financial and database records and independently prepare general financial, statistical and narrative records, files and reports
8. Initiate and secure yearly financial tuition contracts

EXAMPLE OF DUTIES:

1. Manage data accounting and family financial statements
2. Order and receive supplies and equipment. Obtain information on prices of material, equipment and supplies
3. Gather, organize and prepare information for reports
4. Create and maintain a variety of files and records; including databases, forms, reports, mailing lists and correspondence
5. Monitor, verify, balance and adjust accounts; post, assemble and tabulate accounts or budgets as required; collect cash, record transactions and deposit monies as required
6. Prepare, code, distribute and file purchase orders and invoices
7. Perform related duties as assigned.

QUALIFICATIONS: KNOWLEDGE OF/ABILITY TO:

9. Basic accounting and advanced recordkeeping principles and procedures using office equipment and software
10. Learn and understand the organization and operation of a Catholic school

11. Perform mathematical calculations quickly and accurately
12. Good computer skills and the ability to learn and use various software programs
13. Establish and maintain effective working relationships staff and families
14. Under general direction, compose routine correspondence via email and social media platforms
15. Ability to compile and maintain financial and database records and independently prepare general financial, statistical and narrative records, files and reports
16. Initiate and secure financial tuition contracts
17. Maintain confidentiality

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