



POSITION DESCRIPTION

POSITION TITLE: Staff Accountant, Catholic Secondary Schools

POSITION LOCATION: Catholic Central High School

REPORTS TO: Controller

POSITIONS SUPERVISED: N/A

HOURS & FLSA STATUS: 40 hours; nonexempt

JOB SUMMARY: Responsible for recording bank deposits and processing accounts payable invoices for Catholic Central High School. Responsible for invoicing transportation, and other customers. Also, responsible for month end general entries. Other duties, as assigned.

SPECIFIC DUTIES:

Billing and Deposits

- Record cash and check deposits in QuickBooks.
- Post tuition and scrip payments to accounts receivable in Quickbooks and to student accounts in Finals site.
- Scan checks into bank scanning software
- Prepare and mail invoices for transportation, and other customer invoices.
- Download and prepare journal entries for income through Infinite Campus, and Ryzer.
- Courier deposits weekly

Accounts Payable/Payroll

- Assemble, review and verify invoices, check requests, and expense reimbursements.
- Flag and clarify any unusual or questionable invoice items or general ledger coding.
- Post invoices and check requests to accounts payable.
- Process Credit Card and Amazon invoices; verify receipts and expense accounts

Other Month End

- Download payments to officials (referees, umpires, etc.) from Arbiter Pay and upload into Quickbooks.

Financial Aid

- Assists with reviewing family submitted financial aid in Blackbaud.

General Duties

- Provide various Quickbooks reports to school staff and answer general accounting questions.

- Communicate with accounting staff providing services to other schools and the Foundation to ensure intercompany accounts are in balance.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Associates degree or equivalent experience required.
- QuickBooks experience preferred.
- Advanced knowledge of Excel preferred.
- Quick and accurate keyboarding skills.
- Ability to maintain confidential and sensitive information and to handle multiple tasks with varying deadlines.
- Must be organized, detail-oriented, accurate and efficient with strong project management skills and strong verbal and written communications skills.
- Comfortable with learning and mastering multiple accounting and financial software to accomplish duties.
- Experience with customer service and client communication.
- Strong problem-solving and analytical skills.
- Bilingual (Spanish and English) is preferred, but not required.

Interested candidates should complete an application for employment using the following link:

https://dioceseofgrandrapids.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAAABlqZhDoYSZRXzbTfjraFbPvLOP43xi2C6Bn8TQNaiGnKG8ZLDqTPOUG4f48LFInyCygMck*

Please send resumes to:

dstandre@grdiocese.org

Don St. Andre, HR Director