

Finance Office Assistant

Catholic High School has an immediate opening for a Finance Office Assistant whose primary responsibilities include accounts payables, credit card, and accounts receivable, along with some general office duties. We seek a team member who is highly-organized, detail-oriented, and is able to multi-task and be resourceful in troubleshooting and problem-solving. Applicants should be proficient in Microsoft Office applications, specifically Word and Excel, and have experience in data entry and database management including reporting and exporting. Experience with Abila MIP accounting software preferred but not required. Applicants must also possess exceptional verbal and written communication skills. This will be needed to interact with faculty members, parents, and vendors in a pleasant, positive and professional manner.

The Finance Office Assistant's responsibilities include, but are not limited to, the following:

Accounts Payable Duties

- Managing vendor accounts and corresponding with vendors as needed;
 - Monitoring invoice due dates
 - Coding, batching and processing payment of invoices
 - Researching questions related to paid and unpaid invoices as needed
- Processing AP checks and transfers from electronic payment and manual payment vouchers (ePAVs and paper PAVs);
- Processing Security guard payments:
 - Regular school security bimonthly
 - Monitoring school calendar for school function security guards and process as needed
 - Monitoring sports' schedules for security guards and processing as needed
- Monitoring sports' schedules and processing game officials checks as needed;
- Monitoring petty cash receipts and providing these to Finance Director to reconcile and replenish as needed;
- Communicating with faculty/staff concerning vendors and department/activity accounts;
- Maintaining vendor files for proper record-keeping and audit procedures;
 - Filing vendor invoices and supporting documents
 - Boxing and storing old files yearly
 - Creating new files for each upcoming school year

Credit Card Duties

- Monitoring the current user of each credit card, ordering and cancelling cards as requested;
- Coordinating with faculty and other staff members the timely payment of school-issued credit cards;
 - Collecting and assembling receipts to insure that all expenditures are accurately supported each month
 - Reconciling credit card receipts with monthly statements, processing online payments and entering and posting credit card JV

Accounts Receivable Duties

- Inputting cash receipts transactions into MIP and file;
- Posting cash tuition payments received at school into FACTS;
- Generating and providing various FACTS reports to Finance Director each month;
 - A/R Outstanding Balance Summary
 - Payment Activity Detail Report
 - Credit Transaction Detail
 - Balances Detail
 - G/L Journal Entry Summary
- Monitoring FACTS delinquencies and providing to Finance Director as needed;
- Posting FACTS charges as requested;
 - 8th grade graduation fees
 - WWII museum fees
 - AP course fees
 - Band fees
 - Dual enrollment
- Process and file bookstore transfers monthly

General Office Duties

- Answering the phone and responding to voice messages;
- Checking e-mails;
- Handling mail pick-up and delivery from school office

The Finance Office Assistant works in conjunction with the Associate Director of Finance to ensure the timeliness and efficiency of the Catholic High School Finance Office operations. This position reports to the Director of Finance. Resumes may be submitted to Stuart Sonnier and Jeffrey Hotard in the Catholic High School Finance Office either by email (ssonnier@catholichigh.org) or by mail at 855 Hearthstone Drive, Baton Rouge, Louisiana 70806. Those interested can also contact Mr. Sonnier or Mr. Hotard at (225) 381-9114. Resumes will be accepted until 1/18/2019.