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# SAINT MICHAEL PARISH

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**Position:** School Finance Coordinator & Administrative Assistant

**School:** Saint Michael

**Post Date:** June 16, 2017

**Status:** Full-time (40 hours/week)


**Deadline:** June 23, 2017

**Practicing Catholic:** Preferred

**Position Summary:** Saint Michael School in Worthington is seeking for a qualified individual to serve as the full time School Finance Coordinator & Administrative Assistant. Under the direct supervision of the Principal, this full time position combines two roles, that of Finance Coordinator and Administrative Assistant for the principal. The School Finance Coordinator works under the direction of the principal to manage tuition, parish subsidy, invoicing and bill processing and related tasks. The Administrative Assistant receives projects and develops reports for the principal as requested. Some informational technology (I.T.) work such as coordinator of Helpdesk tickets and ordering office supplies will be included upon request.

**Job Responsibilities:**

1. Write purchase orders, reconcile monthly bank statements and write checks.
2. Tuition management including ensuring all families are signed up for FACTS, while updating tuition accounts with any grants, endowments, scholarships or changes in their account that may impact payment retrieval, etc.
3. Communicate with parishes and parents to ensure proper parish subsidy paperwork is completed on time and that subsidy payments are received.
4. As time and training allows, facilitate annual archiving of student records and SchoolSpeak data at school year's end and incorporate new membership as directed by the principal. Maintain SchoolSpeak membership as directed by principal.
5. Organization of their own operations and procedures on a day-to-day basis pertaining to information management, filing systems, requisition of supplies, and other clerical services. Maximizes office productivity through proficient use of appropriate software applications.
6. As need be, performs customer service functions by answering Helpdesk requests and questions.
7. Coordinate Helpdesk Tickets with outside I.T. vendor so that users are provided with "how to", error messages and latest releases.
8. As need be, facilitate with outside I.T. vendor for the provision of hardware maintenance for computers, printers (cleanings, cartridges, etc.) and phones.

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9. Coordinate issuing of key cards, updating of digital signage and SchoolSpeak message posting.
  10. Assist or prepare correspondence for the Principal including electronic communication for school, athletic groups, clubs, meetings and bulletins as requested.
  11. Maintain appropriate level of confidentiality with documents and information.
  12. Maintain knowledge base, process and operational documentation.

**Qualifications for the position:** An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Powerpoint and Excel) is required. QuickBooks, Quicken or experience with accounting software is required. Typing, data entry and 10-key calculator required. A minimum of two years prior experience in an office setting, keyboard, and computer experience is required.

Compensation is commensurate with candidate's education and experience. Benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Submission should include cover letter, resume, and references via email by Friday, June 23, 2017 to:

Dominic Prunte  
Diocesan HR Director  
[dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org)