

Business and Front Office Assistant

St. Mary's Academy

Full Time Faculty

Exempt Position

Description:

St. Mary's Academy, a Catholic, private, college preparatory high school for young women, founded by the Sisters of St. Joseph of Carondelet, shapes women of distinction who are committed to lifelong learning and service to the "dear neighbor". St. Mary's Academy is seeking a full time Business and Front Office Assistant.

Start Date:

February 2018

Qualifications:

- Bachelor's degree in related field or equivalent, strongly preferred.
- 1-2 years accounting, non-profit experience valuable but not required.
- 1-2 years of payroll experience, recent ADP experience, strongly preferred.
- 1-2 years experience in accounts payable, strongly preferred.
- 1-2 years school office administration, strongly preferred.
- Experience with QuickBooks Pro very desirable.
- Proficient in Microsoft productivity software.
- Knowledge and familiarity with general accounting principles and of Federal and State tax laws pertaining to the payroll function.
- Interpersonal communication: to include verbal, written, listening in English and Spanish.
- Outstanding customer service, time management, organization, and flexibility.
- Superior attention to detail.
- Able to prepare and maintain accurate records.
- Exquisite math and numerical skills.
- Ability to multitask.
- Adaptability to working in different environments.
- Team player.

Responsibilities and duties:

Accounting Leadership

- Collaborate with the Finance Officer in preparation of financial statements.
- Partner with Finance Officer to manage accounting processes & communication with teachers and staff.
- Support Finance Officer in preparing for yearly financial audits.
- Enforce proper accounting methods, policies and principles to meet State & Federal standards & requirements.

Accounts Payable (30%)

- Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.
 - Maintain and update vendor and contractor information and files; ensure W-9 is current for each vendor.
 - Correspond with vendors and respond to inquiries.
 - Reviews and verifies all purchase orders, statements, and invoices needed to prepare payments.
 - Prepare bills, invoices, and bank deposits for review by Finance Officer.
 - Manage electronic ledger; ensure payments are posted.
 - Prepare and process checks for review by Finance Officer.
 - Coordinate with the Finance Officer to ensure accruals are properly in place, as well as investigating month-to-month expense discrepancies.
 - Assist in month end closing.
 - Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
 - Assist Finance Officer with processing and filing yearly tax forms.
 - Perform related duties as required.

Payroll Coordinator (20%)

- Produce accurate and timely processing of SMA's semimonthly payroll for employees:
 - Accurately perform all data entry and file imports & extracts.
 - Prepare payroll previews, journal entries, reconciliations and variance analyses for review by Finance Officer.
 - Update and maintain employee vacations, sick time, overtime, substitute pay, hourly time cards, deductions, garnishments, etc.
 - Maintain accurate payroll records and ensure complete and accurate employee personnel files.
 - Update payroll information for new hires, changes and terminations.
 - Respond to inquiries from employees and resolve any issues that may transpire.
 - Support Finance Officer in providing information to the Board, IRS, and financial partners and all appropriate tax entities as required.
 - Communicate proactively with Finance Officer and the Principal to better understand and anticipate payroll related needs.
 - Ensure ADP is appropriately configured to reflect current employee base, including wages, benefits, taxes, sick and vacation time policies.
 - Perform related duties as required.

Front Office Assistant (50%)

- Provide support in our front office with communication, record keeping, filing and other receptionist duties as needed. The Accounts Payable/ Payroll Coordinator/ Front Office Assistant reports to the Finance Officer.
 - Respond to phone and in-person inquiries and requests from students, families, school staff, and community members.
 - Manages confidential information professionally and appropriately.
 - Establish and maintain filing and record keeping systems; cumulative files, attendance records, etc.

- Input required information into school's data system; attendance, enrollment, health, demographic.
- Translates both oral and written technical, educational and general information from English to Spanish.
- Translates English to Spanish for meetings, documents, phone calls, etc.
- Record English/Spanish automated school messages as needed.
- Record Keeping & Filing, assists with data entry.
- Receipts payments.
- The Front Office Assistant will also support staff and Administration as needed.

A background check will be required of the selected candidate.

All school employees must submit a TB test.

NON-DISCRIMINATION POLICY

St. Mary's Academy does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.

Information/Application Contact:

Please email letter of introduction and resume with at least two references to hr@smabelles.org