

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION – ARCHBISHOP MCNICHOLAS HIGH SCHOOL  
ACCOUNTING ASSISTANT**

**I. IDENTIFYING INFORMATION**

<b>Position Title:</b>	CATHOLIC HIGH SCHOOL ACCOUNTING ASSISTANT
<b>Status:</b>	Full time Non-exempt, 12 months
<b>Reports to:</b>	Director of Finance

**II. PRIMARY FUNCTION OF THIS POSITION**

The Accounting Assistant provides finance and clerical support for the school operations.

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Provides administrative support for the Finance Department:

- Administers EdChoice and JPSN programs and payments
- Processes Payables and Receivables for the school
- Meets weekly with Director of Finance to review upcoming needs and planning
- Maintains Student Tuition Account records (Scholarship, Aid, etc...)
- Works significantly with the Admissions Department during student enrollment
- Significant contact with parents on EdChoice and Finance questions
- Completes Purchase Card entries and Bank Reconciliations
- Assists Director of Finance during budgeting process
- Reviews Finance Department mail items
- Provides other assistance as needed.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- Must have proficient keyboarding skills
- Must have knowledge of and skill in using personal computers and software programs
- Must have ability to communicate verbally and in writing
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons and excellent interpersonal and customer service skills

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Previous training on or applicable experience using computer hardware and software required. BlackBaud experience preferred
- Previous Experience in Ohio Department of Education Scholarship Platform
- Three to five years (3-5) in general office setting working with the public desired

**VI. WORKING ENVIRONMENT**

The school administrative assistant works the normal work week. Overtime is occasionally necessary, but most school holidays (outside of summer break) are observed in the schedule.

Employees of Archbishop McNicholas High School will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Archbishop McNicholas High School. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**