



TEURLINGS

CATHOLIC HIGH SCHOOL

To Channel His Spirit for the glory of God

06.04.24

Position: Business Office Manager/Accountant

Primary Position Responsibilities – Not Limited to the Following:

- Maintain student financial accounts, including management and collection of outstanding balances through the FACTS system, as well as process financial aid applications through the system.
- Maintaining records for student tuition and fees.
- Reconcile credit card statements and oversee cash management functions.
- Receiving and tracking purchase orders and invoices.
- Printing checks weekly/monthly for payables.
- Advising new and current employees on salaries and benefits.
- Running employee payroll.
- Reviewing monthly financial statements.
- Recording and tracking deposits.
- Issuing required receipts.
- Submitting required financial and benefits information to the Diocese.
- General faculty and staff support relating to clubs, extracurricular activities and other matters involving money.
- Implement and maintain internal control policies and procedures for all aspects of the accounting process for the school.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, team members and the general public.

Position Experience and Qualifications:

- Successful completion of a bachelor's degree.
- Supervisory experience preferred, but not required.
- Commitment to maintain sensitive financial information with discretion and integrity.
- Knowledge of general accounting principles and practices.
- Ability to implement and maintain internal controls as outlined in the Diocese of Lafayette Office of Catholic Schools Financial Manual.
- Appropriate criminal background checks. Willing to attend training as required.

Work Location: In person

We invite qualified candidates to send resumes to Stacy Freeman at sfreeman@tchs.net.