

POSITION TITLE School Office Manager	SUPERVISOR Principal	CLASSIFICATION Nonexempt
Approved By Director of Human Resources	APPROVAL DATE October 24, 2023	REVIEW DATE New

The School Office Manager shall show evidence of a knowledge of Catholic philosophy of business and exhibit a Christ-like respect and fairness in dealing with others. He/she further commits to proclaim the mission and vision of St. Mary's School and the basic beliefs, values and traditions of the Catholic Church through any communication related to the school. This is a part-time, 20 hour per week position.

PURPOSE OF POSITION:

The School Office Manager shall help maintain the financial stability of St. Mary's School as a mission of the Parish.

RESPONSIBILITIES:

The School Office Manager will maintain accurate records following all policies and procedures set forth by St. Mary's, the Diocese of Knoxville, and federal guidelines. He/She will be responsible for the following as related to St. Mary's School accounting and personnel:

- Perform accounts receivable duties
- Perform accounts payable duties
- Prepare payroll for school employees
- Assist parish bookkeeper in developing school operating budget
- School purchasing

1. Accounts Receivable:

- Establish payment plans for every St. Mary's School family through FACTS
- Establish billing in FACTS
- Set up monthly FACTS payment plans
- Receive, post and deposit all family account payments
- Receive and deposit all payments for other school activities – educational trips, athletics, fundraising, etc.
- Provide deposit records to parish bookkeeper
- Maintain accurate family account records and deposit records
- Hand collection of delinquent accounts – sending certified letters & past due correspondence
- Oversee tuition support process and prepare required reports for the Diocese
- Work with tuition evaluations to assist families with applications

2. Accounts Payable

- Process school invoices for payment accurately assigning expense account
- Forward appropriate invoices to parish bookkeeper for payment
- Maintain paid invoice records

- Reconcile bank statements
 - Maintain school checking account records
3. Payroll
- Compute school employee payroll twice per month using timesheets, attendance records and duties list
 - Submit payroll to parish accountant for processing
 - Maintain payroll summaries
 - Maintain accurate records for school personnel sick and personal time
4. Purchasing
- Develop and process order for textbooks, workbooks and resource materials
 - Monitor and order supplies as needed
 - Assist teachers with special orders as needed
 - Other purchasing as requested by administration
5. Diocesan Donation Processing
- Prepare and send donation pledge confirmations to families
 - Receive donations and forward to Diocese of Knoxville for deposit
 - Prepare and send donation acknowledgements
 - Maintain donation records
6. Other Duties
- Serve as liaison between church and school for all financial relates aspects for Home & School
 - Gather data and or reports as needed for Home & School
 - Assist with CMG for the School
 - Perform other duties as assigned by the principal and/or pastor

JOB REQUIREMENTS:

- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient with Microsoft Office Suite or similar software.
- Must support the teachings of the Catholic Church and embodies our organization's mission and culture through behavior and daily interactions
- Ability to successfully pass a criminal background check

EDUCATION AND EXPERIENCE:

- High school diploma or GED and two years of experience in employee benefits administration.
- SHRM-CP or SHRM-SCP and CEBS professional designations preferred.