



**CENTRAL
CATHOLIC**
HIGH SCHOOL

Men of Faith, Men of Scholarship, Men of Service

**CENTRAL CATHOLIC HIGH SCHOOL
4720 Fifth Avenue
Pittsburgh, PA 15213**

Position Description
Coordinator of Accounts Payable/Receivable

Mission Statement

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.

Coordinator of Accounts Payable/Receivable Position Overview:

The Coordinator of Accounts Payable/Receivable role is focused on the full scope of the accounts payables/accounts receivables functions. The Coordinator of Accounts Payable/Receivable is responsible for all aspects of the accounts payable functions including creating invoices, invoice entry, check printing, obtaining signatures for checks, review for proper documentation, approvals, and mailing documents. Responsibility for the accounts receivable function including the processing of cash receipts and journal entries into the accounting program. Responsible for the integrity of all data entered.

The specifics are listed below in the responsibilities section:

Reports to: Vice President of Finance and Administration

Direct Reports: No direct reports

Status:

Part-time (up to 24 hours per week) 7:00 a.m. until 3:00 p.m., non-exempt

Responsibilities:

Accounts Payable:

- Reviews and enters invoices with proper coding and detailed transaction descriptions; verifies and ensures supporting documentation is adequate; provides Controller with API - Unposted report prior to printing of checks, prints checks, prepares the documents for signature, mails checks.
- Pays all invoices to terms once a week.
- Maintains filing system for Accounts Payable invoices.
- Receives booster club check requests from Assistant to the Controller, provides Assistant to the Controller with API – Unposted report prior to printing of checks, prints checks, prepares checks for mailing or pickup. Returns all paperwork (with attached check stubs) to Assistant to the Controller for Boosters.
- Assists with raffle account disbursements annually.

Ledger (MIP):

- Enters cash deposits and disbursements. (Operational and Booster Accounts)
 - Receives and enters all cash/check receipts that come into the business office from various sources.
 - Deposits are verified for accuracy, coded, and posted via cash receipts module to the proper general ledger account. Secure proper signature on cash receipt reports.
 - All checks are processed and deposited via the Panini Machine located in the business office.
 - Cash deposits will continue to be made at the bank by another member of the Business Office. Follow up for clarification of discrepancies are the responsibility of this position as well.
- Enters W-9 form for Vendor's information into MIP.
- Maintains master vendor file.
 - Ensures that New Vendor Forms are sent.
- Enters 1099 information into the MIP system. Prepares 1099 form for each applicable vendor, sends copy to Diocese and mails to vendor.
- Reconciles monthly the main operating bank account, raffle account, money market account and the booster account. The deadline for each account is as follows:
 - Main operating bank account – on or before the 20th of each month
 - Raffle bank account – on or before the 5th of each month
 - Money Market bank account – on or before the 5th of each month
 - Booster bank account – on or before the 25th of each month
 - Ensures that the bank statements have been signed by the President.
- Processes FACTS remittance reports and enters into MIP upon receipt into bank account.
 - This includes current and prior year tuition payments, incidental receipts.
- Provides Prior Year Tuition Payment information to the Assistant to the Controller upon receipt and enters into MIPS.
- Assists with annual audit.

School Credit Card Records:

- Is responsible for the receipt of monthly school credit card statements and proper backup (receipts)
- Maintains a filing system for all monthly credit card statements.
- Organizes receipts and follows up with employee if a receipt is missing.

Business Office Front Desk Oversight:

- Greet all visitors. Assist with their questions and or requests. Coordinate with the proper Business Office representative if follow up is required.
- Responsible for ordering office supplies and maintaining office equipment.
- Assists the Vice President of Finance and Administration as needed for ad hoc requests.

In addition to the specific roles and responsibilities noted in the position description, the Coordinator of Accounts Payable/Receivables may, from time to time be asked to assist or lead projects, tasks, and activities at the discretion of the Vice President of Finance and Administration and/or the President.

Position Requirements:

- Ability to enter data accurately.
- Good mathematical skills.
- Proficiency in accounting and bookkeeping principles and practice are required.
- Proficiency in MIP Fund accounting, Microsoft Office, Windows environment, basic internet and email operations.
- Strong knowledge of the Excel program.
- Excellent communication and collaboration abilities.
- According to both State and Diocesan requirements, all employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session. *In accordance with Diocesan policy, Payroll will not authorize a paycheck until these clearances are on file with the school.*

Additional Benefits of Working at Central Catholic High School:

- Opportunity to be a part of a mission driven community.
- Ranked the top college prep high schools in the Pittsburgh region by Niche.
- Pittsburgh Post-Gazette Top Places to Work 2018
- Opportunity to be a part of a dynamic team which is in the midst of preparing for the 100th anniversary of the school.
- Free Parking in Oakland
- Professional Development opportunities, both professional and spiritual

Resume and cover letter should be sent to:

hr@centralcatholichs.com

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