

St. Rose of Lima Catholic School
520 Nat Washington Way • Ephrata, WA 98848 • (509) 754-4901

Position Description

JOB TITLE: Accounts Receivable/Human Resources Clerk
DEPARTMENT: Christ the King School-- Business Office
TITLE OF SUPERVISOR: Sheila LaSalle
CLASSIFICATION: Full-time, hourly
DATE PREPARED: March 21, 2017
DATE REVISED:
APPROVED BY: _____
Fr. Tom Champoux

POSITION SUMMARY:

This position processes all incoming School funds. This position maintains strict confidentiality regarding all financial and personal information encountered during the performance of job duties, provides professional and friendly demeanor in representing the school to our families, the Diocese, vendors and the general public.

MAJOR RESPONSIBILITIES:

1. Provides Accounts Reivable Services for Christ the King School.
 - a. Composes letters, reports, general correspondence and other such documents
 - b. Maintains an accurate filing system for school records
 - c. Maintains current data base lists for mailings as requested
 - d. Retains and files paper documents for future disposition
 - e. Composes, emails, and prints the weekly school packet
 - f. Maintain permanent student records including current immunization status
 - g. Organize and maintain hot lunch applications and accounts
 - h. Assists in maintaining school cost center budgets related to ordering, receiving and distributing materials and supplies

2. Provides assistance to the Bookkeeper for the Office of St. Rose of Lima School.
 - a. Maintains accurate records of funds coming into the office on a daily basis
 - b. Accurate financial administration with QuickBooks Software
 - c. Prepare monthly budget reports
 - d. Receive, log, and deposit all school fees
 - e. Help PTO with fundraising receivables

HR Duties.

Create Contracts and salary change forms for all staff. Enter and keep track of teacher Clock & quarter credit hours. Enter information about classes taken into RenWeb.
Update Certificate and Education info as needed. Performs other duties as may be required by the principal for personnel

WORK SCHEDULE:

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**The normal work schedule is 8 hours per day 5 days per week with exact schedules determined by the principal. It is the attendance standard of the Diocese of Yakima that all employees be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

JOB REQUIREMENTS:

• **PHYSICAL REQUIREMENTS:**

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work required low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.

• **NON-PHYSICAL REQUIREMENTS:**

1. Education:
 - a. A minimum of an Associates of Arts degree with an emphasis in Accounting or business.
2. Experience:
 - a. 2 to 3 years as an Accounts Receivable with demonstrated success.
 - b. Demonstrated competence in the operation of computers within the previous five (5) years
 - c. Proficiency in Microsoft Office Programs (Word, Access, Excel, Publisher, PowerPoint)
 - d. Experience using QuickBooks Software preferred

• **SPECIAL SKILLS:**

- a. Ability to work well with others, to maintain confidentiality and a positive, team-oriented attitude toward parents and staff
- b. Ability to handle difficult people and stressful situations in a calm and respectful manner
- c. Ability to frequently re-evaluate and reprioritize tasks
- d. Good organizational skills and the ability to manage multiple tasks simultaneously
- e. Self starter and creative problem solver
- f. Bi-lingual in English and Spanish is preferred
- g. Excellent oral, written, and interpersonal communications skills
- h. Detail oriented and able to handle multi-tasks responsibilities in strict monthly timelines
- i. Skills using calendar/scheduling and graphics software desired
- j. Ability to learn database management programs easily and knowledge of database manipulation using excel mail merge, etc.

ACKNOWLEDGEMENT

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THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. ST. ROSE OF LIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITIION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR BY ST. ROSE OF LIMA SCHOOL WITH OR WITHOUT CAUSE OR NOTICE. THIS POSITION REQUIRES THE EMPLOYEE IS A PRACTICING CATHOLIC IN GOOD STANDING WITH THE CATHOLIC CHURCH AND COMMITTED WITH THE MISSION AND VALUES OF THE CATHOLIC CHURCH IN CENTRAL WASHINGTON.

Signature of Employee

Date

Signature of Supervisor

Date

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by state and federal law. This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.