



**Position:** Business Office Assistant

**Reports to:** Director of Finance

### **About St. Mary's Academy**

St. Mary's Academy (SMA) is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet (CSJ). Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

### **Job Summary**

Under the supervision and direction of the Director of Finance, the Business Office Assistant supports the daily financial and administrative operations of the school's business office while demonstrating a commitment to the mission and vision of St. Mary's Academy through the CSJ charism of service to the dear neighbor. This position is responsible for assisting with bookkeeping, accounts payable and receivable, payroll and benefits support, tuition management, financial recordkeeping, and general office administration. The ideal candidate is proactive, dependable, and able to manage multiple priorities with accuracy, professionalism, and confidentiality. They should have strong organizational skills, attention to detail, and experience in a nonprofit educational setting, and contribute to a collaborative, service-oriented school community.

**Bilingual English/Spanish communication skills are preferred.**

### **Essential Duties and Responsibilities**

#### **Accounting & Financial Support**

- Assist with Accounts Payable (AP) and Accounts Receivable (AR) processing.
- Manage tuition receivables, payment plans, and collection efforts.
- Process and maintain tuition contracts and enrollment-related financial documentation.
- Enter and maintain financial transactions in QuickBooks or other accounting software.
- Prepare invoices, process payments, and monitor outstanding balances.
- Manage vendor invoices, including invoice review, approval tracking, vendor setup, and maintenance of W-9/1099 records and reporting support.
- Monitor incoming payments and follow up on outstanding receivables as needed.
- Assist with journal entries for various general ledger transactions, including revenue, adjustments, and accruals as needed.

- Review club and department spending and coding, ensuring all spending is within SMA policy and approved annual budgets.
- Assist with month-end and year-end accounting processes.
- Maintain organized and accurate financial records and documentation.
- Support annual audits and financial reporting activities.

### **Tuition & Financial Aid Administration**

- Assist with the administration of tuition assistance and financial aid programs.
- Review financial aid documentation for completeness and accuracy.
- Coordinate with families regarding tuition accounts, payment plans, and financial aid requirements.
- Monitor tuition management systems and follow up on outstanding documentation and balances.
- Provide excellent customer service while maintaining confidentiality and professionalism.

### **Administrative Support**

- Provide administrative support to the Director of Finance and school leadership.
- Answer and direct incoming phone calls and emails professionally.
- Greet and assist parents, students, visitors, and vendors.
- Prepare correspondence, reports, forms, and presentations.
- Maintain electronic and paper filing systems.
- Coordinate meetings, schedules, and special projects as assigned.

### **Customer Service & Operations**

- Serve as a primary point of contact for parent and family financial inquiries.
- Assist with enrollment, re-enrollment, and registration processes.
- Support payroll and human resources administration as assigned.
- Coordinate mail distribution and shipping/receiving activities.
- Assist with school events and other business office initiatives.
- Ensure confidentiality of student, family, employee, and financial information.

### **Qualifications**

#### **Required Qualifications**

- Associate degree or equivalent work experience in Accounting, Business Administration, Finance, or a related field.
- Minimum of 3 years of experience in office administration, bookkeeping, accounting support, or business office operations
- Experience with Accounts Receivable, Accounts Payable, account reconciliations, and financial recordkeeping.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and Google Workspace.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to prioritize tasks, meet deadlines, and work independently.
- Strong customer service and interpersonal skills.

#### **Preferred Qualifications**

- Bilingual in English and Spanish.

- Experience working in a nonprofit organization, with preference given to candidates with independent school, private school, or educational institution experience.
- Experience managing tuition contracts, tuition billing, payment plans, collections, and Accounts Receivable related to student tuition.
- Experience administering or supporting financial aid and tuition assistance programs.
- Experience with QuickBooks Desktop and/or QuickBooks Online.
- Familiarity with tuition management systems such as Blackbaud Tuition Management, FACTS, TADS, Veracross, or similar platforms.
- Experience supporting audit preparation and financial reporting.
- Knowledge of nonprofit accounting practices.

### **Knowledge, Skills, and Abilities**

- Understanding of basic accounting principles and double-entry bookkeeping.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong problem-solving and critical-thinking skills.
- Ability to work collaboratively with families, faculty, staff, and school leadership.
- Commitment to professionalism, accuracy, and exceptional customer service.
- Sensitivity to working with families regarding confidential financial matters.

### **Compensation and Benefits**

- Salary is commensurate with experience and qualifications: \$58,000 - \$63,000
- Medical, dental, and vision plan options are covered
- Retirement
- Paid holidays during the school year.
- Accrue 80 hours of sick and 80 hours of vacation leave each school year
- Faith Opportunities

Additional Duties: Additional duties may include assisting with main office coverage, student supervision, event support, proctoring, study hall monitoring, after-school support, and other responsibilities as assigned. All St. Mary's Academy employees are expected to feel comfortable with, and actively participate in, the spiritual and co-curricular aspects of the school community.

**Interested candidates should submit a letter of intent explaining your desire to join the St. Mary's Academy community. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community. Please also attach a resume with your submission. Intent letter and resume should be emailed to [hr@smabelles.org](mailto:hr@smabelles.org).**