



TREASURER'S ASSISTANT

Position Description

Hourly, Full Time (includes benefits)

Reports to: Treasurer/CFO

Ideal start date: July 16, 2018

Position Summary:

The Treasurer's Assistant charges expenses to accounts, pays vendors, reimburses employees, disburses petty cash and deposits funds in the bank. The Treasurer's Assistant posts tuition payments, uploads tuition information into FACTS, processes financial aid awards, and supports financial aid students.

Principal Accountabilities:

- Processes approved invoices daily
- Runs accounts payable checks weekly
- Maintains accounts payable files
- Records all cash and/or checks on a cash receipts journal page
- Conducts banking transactions – deposits and petty cash
- Processes credit card payments twice monthly
- Provides gate/concessions cashboxes for athletic and other events
- Generates monthly AR statements
- Runs vendor check registers in October & December to check for 1099 vendors
- Orders 1099 forms and mail completed forms to 1099 vendors
- Mails a 1099 transmittal to the IRS
- Updates financial aid application instruction letter—provides to Admissions Office for Open House and mails to returning student families
- Runs current year reports for tuition, financial aid, donations, scholarships, comments
- Mails financial commitment (PFC) forms and tuition policies to parents of returning students
- Enters financial aid awards and sends award letters
- Prepares PFC forms, financial aid award letters, work study information for incoming freshmen

- Maintains student files
- Prepares an annual donation pledge report for Development Office
- Oversees and maintains FACTS enrollment for tuition
- Tracks tuition payments and receipt of signed commitment/FA acceptance forms
- Sends tuition collection letters as needed
- Oversees selected financial aid student needs – lunch cards, bus passes, help with forms and deadlines
- Responds to multiple daily inquiries from parents, students, staff and vendors
- Arranges for volunteers for Registration Day and Auction
- Updates courses and fees information in school software
- Prints fee schedules for all students and attaches class schedules
- Trains Registration volunteers and is available for troubleshooting on Registration Day
- Reconciles Registration payments and generates report allocating collected fees
- Reports class transfer change fees for AR and runs refund checks for credits
- Is available for troubleshooting Auction night
- Schedules school-wide annual shredding of documents
- Packs previous year's AP files and stores
- Packs graduating seniors' files and stores
- Prepares obsolete Treasurer's Office documents for shredding

Desired Qualifications:

- Attention to detail and thoroughness and is well-organized
- Familiar with accounting software
- Proficient with a PC, data entry skills and general math skills
- This position interacts extensively with students, parents and employees. Strong, positive social interaction skills are required.

APPLICATION DEADLINE: Monday, June 11, 2018 (5 pm)

TO APPLY: Application for this position must be completed electronically via e-mail. We do not accept paper applications.

Please send a **resume** and a compelling **letter of interest** indicating how your skills, knowledge and experience match the responsibilities articulated in the job description to:

Erika Tuenge
 Communications Director
 Jesuit High School
Email: etuenge@jesuitportland.org
 Tel: 503-291-5479 or 503-292-2663