



St. Juliana Falconieri School

JOB DESCRIPTION

POSITION TITLE: Tuitions Manager

FLSA STATUS: Exempt

PAY RANGE \$66,650 - \$75,000 annual salary
(based on qualifications, experience, education)

DEPARTMENT: Administration

REPORTS TO: School Principal and Business Manager

SUPERVISORY RESPONSIBILITY: None

SUMMARY OVERVIEW:

The School Tuitions Manager is responsible for handling all tuition payments, fundraising and other accounts receivable for the school. He /She is a professional administrator acting in support of the principal. The position reports directly to the School Principal and Business Manager and works collaboratively with the entire parish community including the Pastor, parish and school staff, school volunteers, school parents as well as all diocesan staff and administrators.

ESSENTIAL FUNCTIONS: Primary Duties & Responsibilities

Tuitions Management:

- Responsible for setting up parent accounts using the FACTS Tuition Management System
- Responsible for collecting delinquent accounts and engaging with parents to set up a suitable payment plan
- Responsible for preparing subsidy reports and along with the subsidy committee making grant decisions
- Supervise all fundraising activities from both school and Parent Club
- Supervise parent volunteer hours and scrip accounts, working closely with the Parent Club to credit parents for volunteer hours and scrip credits on year-end billing statements

- Responsible for all incidental billing, and any remaining enrollment fees
- Responsible for collecting and depositing all school funds paid to the school
- Posts monthly billing for extended care

ADDITIONAL RESPONSIBILITIES:

- Assist the business manager with accounts receivable activities of the parish
- Regular meetings and communications with Parish Finance Council and School Finance Committee
- Knowledge of Diocesan policies and procedures to make recommendations regarding tuition

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree in business administration or equivalent experience is required
- Must have at least five years of bookkeeping and/or accounting
- Relative experience with school financial management

KNOWLEDGE, SKILLS, & ABILITIES

- A practicing Catholic with knowledge of the Catholic Church and its structure
- Knowledge of applicable state and federal laws regarding non-profit organizations
- Ability to relate well with people, to listen to their concerns with Christ-like sympathy and a desire to be of assistance
- Fluency in Spanish is preferred
- Ability to supervise, interact and motivate individuals, both volunteers and paid staff
- Self-motivated and reliable
- Must have excellent communication, computer and research skills
- Knowledge of Microsoft Word, Excel, QuickBooks and Outlook

WORK ENVIRONMENT

- Typical Working Conditions: Office environment
- Equipment Used: Computer, keyboard, mouse, telephone, copier, fax machine, calculator, and paper shredder.
- Physical Tasks: Verbal communication, moving around the office, remaining stationary, reaching.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.