



Tuscarawas Central Catholic Junior Senior High School

Employment Opportunity

Date: January 14, 2019

Office: School Office

Position: Treasurer

Deadline: Until filled

Status: Fulltime

Practicing Catholic: Preferred

Position Summary: Tuscarawas Central Catholic Junior/Senior High School in New Philadelphia is seeking a Treasurer. Under the supervision of the Principal and in accordance with established Diocesan policies and procedures, plan, coordinate and execute the financial administration of Tuscarawas Central Catholic Junior/Senior High School. Perform accounting, cashiering, payroll, auditing and related functions and has responsibility for budgeting and financial reporting, providing consultative services and examines financial records for the school. Recognize the value of financial data in planning and operational control.

Job Responsibilities: Responsibilities include the following:

1. Assure internal controls are followed and evaluate effectiveness.
2. Coordinate efforts in billing, payroll, accounts receivable/payable and accounting.
3. Prepares reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds and all financial transactions.
4. Manage all transactions with the bank, including processing electronic funds transfers and credit card transactions; performing monthly bank reconciliation
5. Review and approve all accounts receivable reports.
6. Follow up on delinquent receivables.
7. Provide analysis of financial data.
8. Review and execute all payroll disbursements.
9. Manage program finances (athletics, cafeteria, etc.); provide monthly reports.
10. Collect and deposit all student fees and tuition.
11. Review and execute all accounts payable disbursements.
12. Prepare the annual budgets, monitor actual monthly performance to the budget, and keep the Principal informed of the school's financial position.
13. Assist all fiscal auditors and coordinate auditing services and activities.
14. Maintain a student and staff database.



Qualifications for the position:

Education: Baccalaureate degree in business administration with major in accounting required; CPA license preferred.

Experience: 1 to 3 years related accounting experience is required. Must possess proficient knowledge of financial systems –QuickBooks, general ledger, A/R, A/P, payroll

Job Related Skills:

1. Ability to communicate effectively both in written format and oral presentation.
2. Ability to multi-task and establish priorities.
3. Ability to maintain organization in a changing environment.
4. Exhibits initiative, responsibility and flexibility.
5. Ability to maintain flexible attitude and approach towards assignments and successfully operate under ambiguous guidelines.
6. Must possess working knowledge of regulatory bodies relating to payroll, taxes and general business financial conditions.
7. Must be proficient in MS Office software – Word, Excel.
8. Ability to research issues using expert materials available on the Internet.

Work Environment: The noise level in the work environment is usually moderate, typical of an office with computers and printers. This is a forty-hour per week position. Office hours for this position are from 8:00 a.m. until 5:00 p.m. Monday through Friday. Some late afternoon, evening or weekend work may be necessary. Tuscarawas Central Catholic Junior/Senior High School is a smoke free facility.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS “Protecting God’s Children” program. Salary is commensurate with education and experience. Benefits are according to Diocesan policy.

Send cover letter, resume, and references to Annette Civiello, Principal, at aciviello@cdeducation.org.