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## Walla Walla Catholic Schools Job Description Director of Finance

Interested applicants should send a letter of interest and resume to Jaclyn Daltoso in the Walla Walla Catholic Schools Business Office at [business@wallawallacatholicschools.com](mailto:business@wallawallacatholicschools.com).

Reports To: WWCS President and Principal

Responsible To: WWCS President and Principal

Responsibilities and Duties:

- Establishes financial procedures in consultation with the President, Principal and Development Director, delineating systems and methods that will insure achievement of the financial objectives of the school.
- Develops a process for the generation of an annual budget and then create the budget in consultation with the President's Administrative Team and Finance Committee.
- Attends School Board of Directors, Finance Committee, Foundation Board of Directors, and Endowment Board meetings at the request of the President or Principal to provide information and to act as a resource person for pertinent agenda items

### Accounting and Financial Reporting:

- Oversees all daily accounting functions in accordance with generally acceptable accounting principles including:
  - Proper recording and safeguarding of all cash receipts
  - Payroll and related reporting
  - General Ledger
  - Accounts Receivables
  - Accounts payable/payment disbursements
  - Purchasing process
  - Petty cash
  - Bank reconciliations
  - Required government reporting
- Oversight and administration of all School funds:
  - Assumption Home and School
  - DeSales Home and School
  - Booster Club
  - Scrip
- Oversight and administration of Fundraising Accounts
  - Sausage Fest
  - Fair booth

- HOPE
- Prepares monthly reports for the President in time for mailings to the Board of Directors.
- Oversees operation of general ledger software, including controls and configuration, training, software maintenance and upgrades. Maintains up-to-date chart of accounts.
- Develops and maintains financial statements reporting templates and models to efficiently prepare monthly financial statement reports. Utilizes General Ledger software and Excel to prepare required reporting.
- Manages monthly general ledger activity for School; prepares journal entries for interfund transfers and expense allocations; scholarships and School restricted fund activity; month end accruals and other entries as assigned; prepares assigned general ledger account reconciliations and makes adjustments as necessary.
- Prepares and consolidates financial statements monthly and related financial reports for Administration, Boards of Directors and Finance Committee.
- Prepares data for preparation of Federal Tax Return for Foundation; reviews tax return drafts and ensures accuracy and timely filing; maintains knowledge of current tax regulations and Unrelated Business Income Tax issues.
- Maintains external financial relationships of the school; including relations with banks, insurance brokers, bond agency and other institutions
- Reviews all contracts, which obligate the school
- Monitors all investments of the various funds of the school under direction of the President and pertinent policies of the School or Foundation Board.
- Manages the financial process for Financial Aid and the subsequent tuition collection
- Maintains records for restricted funds

#### Human Resources:

- Safeguards all school assets by maintaining sufficient insurance coverage and handles all claims reporting and renewals

#### Financial Aid Administration

- New Student Registration: Meet with parents to calculate tuition and discuss potential Financial Aid (Nazareth Guild & FACTS) and scholarship options; assist family in income verification process
- Maintain student tuition contract files and tuition billing software. Enter tuition contracts and related information when students enroll. Process withdrawals and transfers. Enter student fees, scholarship awards, payment methods, payment schedule and bank information.
- Coordinate the tuition contract renewals for returning students. Calculate Tuition rates. Manage and review data entry for tuition, fees, payment dates, and payment schedules. Create and mail tuition renewal statements to parents.
- Generate and post tuition and fee invoices in tuition billing software. Prepare late fee charges. Manage distribution of monthly tuition statements. Administer communications to remind parents of payment dates.
- Post tuition payments received by cash/check/bank card. Prepare bank deposits
- Process electronic funds transfer tuition payments

- Answer parent calls on tuition accounts
- Coordinate tuition/fees with parents of international students. Coordinate payroll deductions for students of faculty/staff.

### Collections Management

- Manages overall procedures for tuition collections, including maintaining procedures to identify late payments, communication on accounts with past due accounts, including statement notices, emails, letters requesting payment, and referrals to Director of Finance and/or the President. Timely and courteous communication with Parents via email, phone or written letters to maximize successful collection efforts. Recommends options for resolution of payment issues and escalates troubled accounts to Finance Director and/or President. Maintain notes in tuition software for all communications with parents.
- Work with parents of graduating or withdrawing students to establish repayment agreements.
- Gather information for tuition holds; notify parents of tuition holds; coordinate transcript and diploma holds with Registrar

Time and Benefits: Full Time: 8 hour day, Monday-Friday, year-round. Benefits as determined by Diocesan policy.

### Qualifications:

- Roman Catholic (preferred)
- Active in his/her faith community
- Bachelor's degree
- Familiarity with Catholic School environment