

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
Director of Tuition Assistance/Accountant

I. IDENTIFYING INFORMATION

Position Title: *Director of Tuition Assistance/Accountant*

Location: *Roncalli High School*

Status: *Full-time*

FLSA: *Exempt: Benefited*

Reports to: *VP of Finance*

Department: *Business Office*

Supervises: *Tuition Work Program (TWP), Spirit Store(SS) and Concession Stands(CS)*

II. PRIMARY FUNCTIONS

The Director of Tuition Assistance will work with school families on all filing requirements for Indiana Choice Scholarships, Financial Assistance and Tuition Work Program as well as some financial accounting responsibilities.

III. ESSENTIAL FUNCTIONS

The Director of Tuition Assistance/Accountant is responsible for:

1. Collecting financial data from families by approved deadlines
2. Meet with and assist families with applications, document submission/uploads, special circumstances
3. File SGO, Choice Scholarship and Financial Assistance with respective agencies
4. Evaluate and analyze data to make recommendation of award determination
5. Validate reports and submit to agencies as required
6. Contract with vendors to provide opportunities within the tuition work program
7. Hire workers and/or volunteers to staff TWP, SS and CS
8. Attend meetings with agencies such as DOE and other archdiocesan schools
9. Collaborate with VP of Finance in accounting functions such as entries in GL, BBTM, budgeting
10. Analyze monthly performance financials and closing of month end responsibilities
11. Other duties as necessary to ensure efficient functioning of the Business Office

IV. POSITION SPECIFICATIONS/REQUIREMENTS

Bachelor degree or equivalent combination of education and experience in business or accounting

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Ability to keep confidential information secure and protected
2. Good organization and planning skills
3. Ability to organize and manage workload to meet deadlines
4. Ability to handle multiple projects and priorities simultaneously
5. Superior oral and written communication skills
6. Active listening skills and value different viewpoints/experiences
7. Ability to supervise and lead teams
8. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Knowledge of financial data to report, reconcile and make recommendations
2. Must have experience working with excel spreadsheets
3. Budgeting and financial forecasting experience
4. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct

5. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
6. Background screening required

V. WORKING ENVIRONMENT

Flexible 40 hour work week

Date of job description: November 15, 2023

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____