

Nolan Catholic High School  
Job Description

**Job Title:** Accounting Associate  
**Reports To:** Controller  
**Revised Date:** November 15, 2021  
**Location:** Nolan Catholic High School

**GENERAL POSITION SUMMARY**

The Accounting Associate works closely with business office and other school personnel, and is responsible for supporting the Business Office by assisting with function support and daily business operations processes.

**REPORTING RELATIONSHIP(S)**

The Accounting Associate reports directly to the Controller of Nolan Catholic High School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and administrative policies & procedures of the school and Diocese
- Abides by the confidentiality policy set forth in the Diocesan Employee Handbook
- Assists the Controller with various financial and accounting functions, including compiling support for audit
- Provides support to purchasing, accounts payable and accounts receivable as needed
- Processes and posts donations to Blackbaud; Runs donation and donor information reports as requested.
- Maintains donor information in Blackbaud Donor database
- Records deposit and revenue transactions in school accounting system as needed to assist business office staff
- Processes employee credit card transactions for faculty and staff in school accounting system
- Performs general ledger account and other financial reconciliations, including reconciliations on open construction projects or fundraising events as needed
- Assists in collection of proceeds from cash boxes and preparation of deposits after each event (requires 2 business office staff members)
- Assists in running departmental and club reports from the accounting system on a routine basis
- Processes outgoing mail and distributes incoming mail to faculty and staff as needed
- Communicates effectively with those in the school community and coordinates with other departments as required
- Serves as a professional representative of the business office and school
- Contributes to team effort by accomplishing related projects as assigned

**WORK ENVIRONMENT**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to high noise levels with regular interruptions by students and visitors
- Moderate to high work pace for extended periods of time
- Heavy lifting for up to 50lbs
- Traditional work day: 7:30AM-3:45PM
- Fulfillment of job description requires occasional work above and beyond routine hours of operation and extended time periods, including time required for staff meetings
- The employee may be exposed to communicable diseases
- The employee may be presented with frustrated or upset stakeholders
- Some off-campus work may be required to attend meetings or events

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**MINIMUM QUALIFICATIONS**

- Undergraduate degree in a business-related subject with at least 6 hours of accounting or equivalent business experience.
- Basic understanding of small business operations or accounting procedures
- Basic understanding of general ledger accounting, reconciliations and financial reporting
- Ability to apply sound reasoning and understanding to carry out assigned tasks
- Ability to communicate effectively in both written and verbal form
- Demonstrate competency with basic word processing, spreadsheet, database and online software, including Microsoft Office applications (Advanced Excel skills and/or experience with Sage Intacct, Raiser's Edge a plus)
- Display initiative and attention to detail
- Skill in organizing and relating information in an understandable format

I have reviewed this job description and understand the performance expected. I understand that periodically it may be necessary for me to perform other duties as assigned by a supervisor. I have received a copy of this job description.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date