

### **Accounts Payable Specialist**

If, after reading the job description, you are interested in this position please complete the following. Please email all documents to James Benson - School President at Jbenson@bishopstang.org

- A letter of interest describing what personal attitudes and vision would make you a committed school employee in a Catholic school in the Diocese of Fall River and Bishop Stang High School.
- Resume
- Four signed letters of recommendation as noted in the References section of the application (3 employer, 1 character letter)
- [New Support Staff Application \(download\)](#)

### **Bishop Stang's Mission**

Bishop Stang High School is a Catholic, college-preparatory school of 550 students located along the beautiful South Coast of Massachusetts in North Dartmouth, Massachusetts. Employees are called to share the Gospel of Jesus Christ by "making known the goodness of God." We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

### **Purpose of the Position**

The Accounts Payable Specialist's role is to ensure that accounts related to school operations are monitored and paid in a timely fashion. While this position handles bill payment the specialist also makes sure families are properly billed tuition and fees and reviews to ensure payments are made in a timely manner. The Specialist is also a resource to parents with questions about tuition, fees, financial aid, grants and scholarships.

### **Qualifications:**

- Bachelor's Degree required
- Background in a Catholic School preferred
- A background and skill set in human resources is preferred.
- Strong written and verbal communication skills a must.
- Strong organizational and time management skills. Ability to multitask.
- High level of proficiency in Microsoft Office required [ie. Word, Excel, Outlook and PowerPoint].
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Ability to anticipate needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude and exercise a high level of professionalism.

## **Job Responsibilities**

- Supports and upholds the philosophy of Catholic education and the mission of the school, diocese and Church
- Supports and adheres to the policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters, particularly in the areas of billing and tuition collection.
- Manages the timely facilitation of payroll per diocesan policies
- Processes and executes accounts payables
- Create all tuition agreements through tuition portal
- Respond to parent questions regarding tuition, documenting responses in the Tuition Management System.
- Monitor tuition payments from parents through the school FACTS portal.
- Follow up regularly with families who are behind in payment of tuition in an effort to collect the funds due the school.
- Prepares and communicates tuition assistance awards to parents, guardians
- Manages incidental billing for student fees
- Schedules regular monthly check in meetings regarding tuition collection with the Director of Finance and President.
- Assist the Director of Finance and President in awarding financial aid to families who have applied for tuition assistance.
- Responsible for organizing and tracking financial aid data (school aid/scholarships/outside grants)
- Prepares and communicates tuition assistance awards to parents, guardians
- Provides assistance to the Director for Finance regarding paperwork for new employees, including benefits enrollment, payroll information, deductions, direct deposit program, insurance and retirement with the diocesan Human Resources Office
- Attends and assists with school events when appropriate
- Administers the Paylocity system to manage sick, personal and vacation time and approve hourly employees time sheets per pay period
- Other duties as assigned