

Finance Associate

If, after reading the qualifications and job description, you are interested in this position please complete the following tasks below. Please email all documents to Madison Aguiar - Director of Finance - at maguiar@bishopstang.org. Resumes will be collected until the position is filled.

- 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 Employee Application](#)

Bishop Stang's Mission

Bishop Stang High School is a Catholic, college-preparatory school of 480 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 Finance Associate'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 Finance Associate also makes sure families are properly billed tuition and fees and reviews to ensure payments are made in a timely manner. The Finance Associate is also a resource to parents with questions about tuition, fees, financial aid, grants and scholarships.

Candidates should demonstrate the following qualifications :

- A bachelor's degree preferably in a business related field
- Excellent interpersonal skills
- Ability to prioritize and execute responsibilities in the face of competing priorities and deadlines
- Desire to be a part of and engage in the life of the School

Primary 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.
- Processes and executes accounts payables and receivables in the Blackbaud system

- 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 Clarity 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 and aging report 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
- Creates spreadsheet for the Gillette Parent Coordinator with phone numbers and emails of families that need to participate in volunteering at Gillette.
- Send out communications to all the families with the number of events that they need to attend to satisfy their requirement.
- Update the spreadsheet with attendance records from Gillette Coordinator to track who fulfills their obligation.
- Update Director of Finance and/or President on those not meeting obligations
- Work with Advancement, Admissions, Athletics and Front Office Receptionist on those who can not fulfill their Gillette Requirement to lead the store and be available at high demands times including games and school events.
- Oversee and manage inventory for school store: Keep an adequate supply of highly requested items available for purchase.
- Manage the purchase request process by reviewing and coordinating purchase form submissions, collaborating with faculty and staff to fulfill approved orders, and ensuring all purchases receive authorization from the Director of Finance prior to processing.
- Collaborate with the Front Office to track inventory upon delivery, verify received items against purchase orders, maintain accurate inventory records, and coordinate distribution to the appropriate departments.
- Maintain accurate financial records; provide business offices with regular sale and inventory reports.
- Assist the Director of Finance with the annual financial audit by preparing documentation, reconciling records, and supporting auditors.
- Assist with internal control reviews and recommend process improvements.
- Attends and assists with school events when appropriate
- Other Duties as assigned