



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

RCS ACCOUNTING ASSISTANT/RECEPTIONIST

REPORTS TO: Controller

QUALIFICATIONS

- Associate degree in accounting, Finance, or related field
- Three years of accounting experience (preferred)
- Working knowledge of basic office equipment and technology (accounting, word processing, spreadsheet, and database software)
- Good communication skills and clerical skills, including pleasant telephone manner
- Works well with others; tactful and considerate; possess good sense of humor
- Functions well under pressure, reacts calmly in emergency and stressful situations
- Possess organizational skills; self-directed; willing to accept responsibility
- Demonstrates loyalty to school/system/Diocese

JOB RESPONSIBILITIES:

The Accounting Assistant provides administrative support to the Controller/accounting function by performing various clerical tasks, such as filing, mail handling, making bank deposits and keeping bank records, handling invoices, tracking expenses, and bookkeeping. This position will serve as the Central Office receptionist/volunteer coordinator.

This position requires attention to detail, reliability, and excellent communication skills.

1. Perform receptionist duties, answer and transmit calls and messages, provide information and answer questions, receive appointments/visitors for RCS office staff.
2. Assist with or perform account analysis.
3. Assist with or perform reconciliation of A/R and A/P accounts.
4. Follow established internal controls for the collection, recording, and deposit of income.
5. Process approved purchase orders and verify vendor statements including correspondence.
6. Input accounts receivable and payable and prepare invoices or checks as needed.
7. Forward all checks, with appropriate documentation to RCS President for signing.
8. Update and maintain W-9 compliance.
9. Process credit and debit card transactions.
10. Replenish petty cash funds.
11. Complete routine correspondence related to position.
12. Maintain office services by organizing office operations and procedures.
13. Keep stock of office supplies and order as necessary.
14. Administer Scrip program by selling Scrip, fulfilling Shop with Scrip orders and coordinating Scrip volunteers.
15. In coordination with Scrip Coordinator and volunteers, order, receive and inventory Scrip.
16. Manage daily Scrip deposits.
17. Operate in accordance with local, Diocesan, state, and federal laws, policies, regulations and codes.
18. Oversee the completion of federal, state or Diocesan forms as requested by the Controller or President.
19. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
20. Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
21. Demonstrate support of fellow employees and administration through actions and comments.

- 22. Assist in keeping Administrative Offices clean and orderly.
- 23. Attend meetings, workshops, conventions and training sessions when needed.
- 24. Assist other RCS office staff during peak work periods and staff absences.
- 25. Perform other duties as necessary to the position or as specified by the Controller and/or President.

Accounting Assistant Signature

Date

Controller Signature

Date