



Position Description

Position Title:	Accounting Assistant & President's Executive Assistant
Reports to:	President
Direct Reports:	N/A
Provides work direction to:	N/A
Receives work direction from:	Site Principal
FLSA:	Non-Exempt
Date:	July 1, 2024
Schedule:	12 months, Part Time - .8 schedule, flexible. The nature of the work and the school's schedule of activities requires scheduling flexibility, and the incumbent will work with the President to arrange a schedule that meets the needs of both RCS and the individual.
Benefit Eligible:	YES

PURPOSE OF THE POSITION: This position manages all matters pertaining to the food program including accounts payable and receivable, student lunch accounts and compliance with Federal and State lunch program laws. Included in this position is assisting with accounting practices for the Lourdes Foundation.

WORKING IN THE CATHOLIC CHURCH (*): Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is preferred that this employee be an active, participating Catholic.

1) GENERAL RESPONSIBILITIES (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

2) ESSENTIAL RESPONSIBILITIES (*):

A. Planning

1. Confer with the RCS VP of Advancement and LFI President for projects and support related to this position.
2. Meet weekly with the RCS President to support scheduling and executive needs.

B. Performing

1. Accounting Assistant to the Lourdes Foundation
 - i. Processes deposits and accounts payable
 - ii. Maintains bookkeeping records in Quickbooks
 - iii. Coordinates the preparation of monthly financial reports.
 - iv. Work with Foundation accountants to produce accurate financial reports.
 - v. Support annual financial audit
 - vi. Create and prepare weekly donation reports and letters.
2. Executive assistant functions for the President, including sending emails, answering phone calls, planning schedules and taking minutes.

C. Work Relationships

1. Develop cooperative and productive work relationships with the VP of Advancement and LFI Board.
2. Create a strong relationship with the President to support essential functions.

3) OTHER RESPONSIBILITIES:

- A. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- B. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by the President.
- C. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the Diocese as requested. Maintain active membership in appropriate professional associations.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

EMPLOYEE: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school's change.

Employee's signature _____ Date: _____

SUPERVISOR: I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor's signature _____ Date: _____

POSITION TITLE: Food Program Coordinator & Accounting Assistant
DATE: November 2023

QUALIFICATIONS:

- High school education or GED equivalent. Some institutional/restaurant experience helpful but not required.
- Bookkeeping/accounting background and/or experience with accounts payable/accounts receivable preferred.
- Computer/technology skills or ability to learn.
- Successfully complete standard background checks and safe environment training.

Mental Requirements:

- Must have the ability to plan, organize, and meet deadlines.
- Superior organizational skills and attention to detail.
- Positive, friendly disposition, excellent interpersonal and communication skills, ability to work well with multiple stakeholders. (i.e.: parents and employees).
- Possess a clear understanding of the English language. Speak and write effectively.
- Be self-motivated and work productively without supervision.
- Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
- Deal with difficult situations in a calm, dignified and respectful manner.
- Be honest, trustworthy and confidential in all areas.
- Exhibit patience, understanding and calmness in chaotic situations.
- Live and project a personal lifestyle with Christian values.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.

Physical Requirements:

- Ability to travel to various campus locations. Move throughout the campuses and buildings, including walking up and down stairs
- Occasional lifting and carrying items of up to 25 lbs.
- Frequent sitting at a desk using computer, keyboard and mouse
- Able to walk, stand, sit, kneel or bend as needed.
- Work long hours when the position demands.
- Participate in occasional evening and/or weekend responsibilities.