

PACELLI CATHOLIC SCHOOLS
Job Description

Accounts Payable & Tuition Billing Specialist

QUALIFICATIONS:

- Ability to maintain and ensure confidentiality of sensitive information and materials
- Demonstrated knowledge of basic office equipment, including computers and accounting software
- Possess basic accounting skills
- Possess basic clerical skills
- Possess good communication skills, including pleasant telephone manner
- Able to accept constructive criticism
- Is tactful and considerate
- Cheerful, possess good sense of humor
- Functions well under pressure, reacts calmly in emergency and stressful situations
- Possess organizational skills: self-directed
- Gives attention to detail
- Willing to accept responsibility
- Works well with others
- Dresses appropriately for the position

REPORTS TO: Controller

AREAS OF RESPONSIBILITY:

- Process purchase orders (PO's), encumbrances (ENC's), and Invoices; verify accuracy and completeness within the Microx electronic purchasing system.
- Research and resolve discrepancies between purchase orders, encumbrances, and invoices; liquidate encumbrances in the MIP accounting system.
- Review vendor statements and related correspondence; follow up promptly on outstanding invoices and encumbrances.
- Collaborate with other departments regarding purchasing activities and procedures, and related matters.
- Print and disburse payments; assembling supporting invoices and maintain accurate payment documentation.
- Maintain accurate and up-to-date vendor records.
- Maintain and replenish school petty cash funds in accordance with established procedures.
- Prepare 1099 forms and other applicable tax-related documents for vendors and parents.
- Prepare documentation for audits and provide assistance and information as requested by auditors.
- Assist the Central Office front desk and Scrip desk
- Assist other PCS office staff during peak work periods and staff absences.
- Prepare and process correspondence as directed by the Controller.
- Enter and post payments in Skyward.
- Administer tuition, scholarships, tuition assistance, and other fee billing through FACTS.
- Communicate with parents regarding tuition billing and related account matters.

- Prepare and distribute billings to parishes and families.
- Maintain professional, cooperative, and courteous relationships with system employees, parents, vendors, the public.
- Perform all other duties as assigned or as necessary to support the responsibilities of the position and as specified by the Controller.

Controller Signature

Date

Accounts Payable & Tuition Billing Specialist Signature

Date