URSULINE ACADEMY

KIRKWOOD, MISSOURI

**Finance Associate**

Role Description

The Finance Associate of the Academy reports to the Director of Finance and Operations of the Academy and is responsible for assisting with the duties of the finance office in accordance with the Mission.

In particular, the Finance Associate is responsible for the following:

**In the Community of Faith and Mission**

* Ensures that the Catholic identity of the Academy is developed and nurtured
* Models and promotes the Mission of the Academy

**Responsibilities**

* Records all accounts payable, miscellaneous cash receipts and other transactions, insuring accurate coding and necessary approvals
* Processes accounts payable weekly and makes occasional bank deposits
* Manages the Academy’s corporate credit cards
* Performs monthly reconciliation of fund-raising accounts with advancement team
* Assists Director of Finance with the management of tuition collection
* Creates and maintains all vendor files
* Assists with monthly bank reconciliations
* Coordinates and updates all background check files
* Assists the Director of Finance with required tax filings and the annual Audit
* Responsible for identifying and tracking all fixed assets
* Assists the Director of Finance with producing the Academy’s annual budget
* Assists Director of Finance with maintaining personnel files, including contracts, evaluations, benefit forms and other pertinent documentation
* Provides support to the Director of Finance related to monthly payroll processing
* Responsible for the general organization of the finance office
* Performs other duties as assigned by the Director of Finance or President

**Qualifications**

* An understanding of accounting practices and principles
* Bachelor’s degree in accounting or related field preferred, a combination of accounting training and work experience that provides the required skills and knowledge will be considered
* 2-3 years of relevant work experience, non-profit and/or education experience a plus
* Knowledge of Blackbaud (Financial Edge, Smart Tuition, Raisers Edge) a plus
* Strong written and verbal communication skills and the ability to work well with all areas of the Academy
* Ability to multitask and comfortable working in a fast-paced environment