



### **Senior Accountant**

12-month Full Time Classified Staff

Pay Range: \$110k - \$130k

Location: On Site

Reporting to the Chief Financial Officer, and indirectly to the Controller who has oversight of all accounting functions and duties, this position supports the successful implementation of the AMHS Financial Aid program and provides accounting and administrative support to the Business Office. As the primary point of contact for all financial aid, tuition and payroll related questions, the successful candidate will have proven success in providing excellent customer service to employees as well as prospective and current families. The ideal candidate will be highly organized, detail-oriented, and possess excellent written and verbal communication skills. This role requires a deep commitment to the mission and the values of a Catholic education, ensuring a welcoming and supportive experience for the community.

#### ***Tuition Collection and Billing:***

- Responsible for all aspects of the Tuition and fees receivable function. Coordinate, receive, verify, make changes and review registration documents, payment plan selections, tuition assistance awards, tuition remission etc. into the FACTS system.
- Reconcile Tuition enrollment data to School database to FACTS
- Point of contact with parents for all tuition questions, concerns, FACTS access, billing, payment plans, etc.
- Create billing and discount codes. Invoice and record all incidental charges in GL
- Maintain schedule of withdrawals and accounting / reconciliation of forfeited revenue
- Responsible for deferred tuition amortization entries in the G/L
- Review the weekly past due tuition report and make collection calls/emails as appropriate
- Complete quarterly aging analysis and record annual provision for bad debts

#### ***Financial Aid:***

- Responsible for the implementation of all aspects of the financial aid process from the start of application process to year around assistance to parents
- Facilitate mid-year financial aid appeal requests
- Coordinate the compilation, tracking receipt of all financial aid application and documents
- Participate in campus events to educate prospective parents and students on the financial aid process (requires attendance at some evenings and weekends)
- Provide support to the Book Scholarship program by maintaining and deploying all classroom books and supplies
- Maintain and track the Financial Aid budget/ actual by student on Facts, Excel and school database
- Follow policies and procedures, recalls, and interprets a wide range of information
- Respond to inquiries via phone, email, and in-person in a timely and professional manner
- Facilitate a positive and welcoming experience for all students and visitors to the Business office

#### ***Accounting and Payroll***

- Accurately process and manage payroll for all School employees, ensuring accurate and

- timely processing of timecards, salary changes, stipends, and deductions
- Review and reconcile payroll transactions, accrued time off, and retirement plan contributions, identifying and resolving discrepancies
- Reconcile payroll-related general ledger accounts, benefit deductions, payroll cash transactions and other withholdings, cross-checking against internal records and benefits administration systems, correcting differences to ensure accuracy and compliance with school policies and applicable laws
- Lead and manage payroll-related audits
- Respond to payroll inquiries from employees regarding wages, deductions, garnishments, and other payroll matters
- Draft and maintain documentation for payroll procedures
- Ability and desire to learn and adapt to new payroll functions, processes, and systems.
- Stay updated on payroll regulations and ensure compliance with federal, state, and local payroll, wage, and hour laws
- Maintain clear and effective communication with colleagues and departments to support payroll and accounting functions
- Ability and desire to learn and adapt to new payroll functions, processes, and systems

***Other Duties:***

- Prepare reconciliations, audit schedules and reports as requested by the Controller.
- Draft adjusting and correcting journal entries identified through the reconciliation process.
- Reconcile Advancement activity monthly and issue the monthly reconciliation report
- Advise Advancement department on receipt of wires or ACH payments from donors
- Record cash, checks, FACTs remittance, ACH and wire transfers in the G/L
- Collaborate with the Controller on audits, budgets, and special projects as needed.
- Backup to the Accounts Payable function
- Any other duties and special projects as assigned by the CFO and Controller

***Qualifications***

- Commitment to the mission and values of Catholic education
- Bachelor's degree in Accounting, Finance, Business Administration, or related field; (e.g., minimum of 5 years of experience in Accounts Payable, preferably within an educational or non-profit environment
- Experience with FACTS Tuition Management, Financial Edge Nxt (Blackbaud)
- Strong computer skills (Google Suite, MS Excel and Word) and ability to learn and adapt to new technologies and systems
- Good understanding of financial documents and tax returns
- Ability to maintain confidentiality
- Excellent communication skills, both written and verbal
- Strong interpersonal skills with the ability to interact effectively with diverse constituencies
- Strong organizational skills and attention to detail
- Ability to take direction, multitask, and prioritize effectively in a fast-paced environment
- Work in an outgoing, professional manner with a positive attitude
- Demonstrated ability to work independently and collaboratively with a team

**To Apply:**

Interested applicants should email a cover letter and resume to the Human Resources Manager,

hr@mitty.com, no later than July 17th, 2026.

**Ensuring an Inclusive Community**

In keeping with our mission that states we are all made in the image and likeness of God, Archbishop Mitty High School takes seriously our commitment towards ensuring a more inclusive environment for all. We welcome applicants from diverse backgrounds and experiences to help us support our desire to live our mission more fully. Archbishop Mitty High School is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, religious affiliation, pregnancy, childbirth, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, genetic information, or any other category protected under federal or local law.