**ARCHDIOCESE OF INDIANAPOLIS**

**NATIVITY CATHOLIC SCHOOL**

**JOB DESCRIPTION**

**Office Manager**

1. IDENTIFYING INFORMATION

Position Title: School Office Manager

Location: Nativity Catholic School

Status: Full Time

FLSA: Non-Exempt

Reports to: Principal

Supervises: N/A

1. PRIMARY FUNCTIONS

The School Business Manager at Nativity Catholic Schools provides a wide range of school administrative functions, to include fulfilling financial and clerical needs within the school. The School Business Manager serves as the primary point of contact for the school, utilizing various forms of communications, from in person to electronic, representing the school with the oversight of the Principal.  Under the direct supervision of the Principal, the School Business Manager assists staff in the various school programs through coordination of overall office management.

1. POSITION CONTENT

ESSENTIAL FUNCTIONS

1. **Financial Responsibilities:**
   1. **General**
      1. Check bank account daily and report to Parish Business Manager deposits and accounts to charge.
      2. Balance accounts with Parish Business Manager at Year-End.
      3. Balance Choice Scholarship accounts in January with Parish Business Manager and notify families of any balance due or overage.
      4. Petty Cash:
         1. Reimburse employees for appropriate receipts.
         2. Prepare petty cash form to maintain cash on hand.
   2. **Payroll**
      1. Generate timesheets for hourly employees each pay period.
      2. Verify and approve each employee’s timesheet with *Paylocity©* & submit to Parish Business Manager.
      3. Answer questions and correct time for hourly employees as necessary
      4. Approve employee timesheets through Kelly Services.
   3. **Enrollment for new school year**
      1. Confirm that all enrollment documents have been completed.
      2. Update Enrollment spreadsheet when enrollment is received.
      3. Complete new student folder when applicable.
      4. Invoice tuition for families paying in one payment.
      5. Make deposits.
   4. **Lunch**
      1. Determine & update family accounts when qualified for Free and Reduced lunches.
      2. Send letters to families that qualify for Free and Reduced lunches either by *Direct Certification* or application.
      3. Prepare and submit monthly State Reimbursement Reports.
      4. Run *Direct Certification* monthly.
      5. Conduct and submit *Direct Verification* annually.
      6. Collect & prepare information to complete **Textbook Reimbursement** information.
      7. Post breakfast and snacks received by individual students.
      8. Send weekly Statements to each family.
         1. Notify parents when balance due exceeds defined threshold.
      9. Post and deposit Payments daily.
      10. Research and answer questions regarding lunch account as necessary.
      11. Keep account current - add and inactivate students and upload new pictures.
      12. Adjust teacher lunches weekly.
      13. Transfer the cost of free teacher lunches monthly from Hospitality account to Lunch account.
      14. Update and balance monthly lunch income account.
      15. Prepare and submit Annual Financial Report.
      16. Prepare PLE (Paid Lunch Equity) Report annually and submit for approval to the State.
      17. Year End - Refund lunch money in families’ accounts that are not returning.
   5. **Morning and After Care**
      1. Set up new families’ accounts and inactivate families not returning.
         * 1. Prepare and email Year End Tax Statements.
           2. Year End - Refund extended care money in families’ accounts that are not returning.
      2. Calculate charges and post hours for individual students.
      3. Send invoices weekly.
         * 1. Notify parents when balance due exceeds defined threshold.
      4. Post payments and make deposit.
      5. Research & answer questions as necessary.
         * 1. Create each school year weekly sign in sheets for both Morning and After Care.
      6. Print and insert new sign in sheets in binders weekly.
   6. **Walk-a-thon**
      1. Create accounts annually.
      2. Send statements.
      3. Post payments and make deposit.
   7. **Extracurricular Activities**

(Field Trips / Dances / Choir Competition / Recorders / Yearbooks / Polo Shirts / Class Shirts, etc.)

* + 1. Keep track of money and order products for 8th grade fundraisers.
    2. Keep track of permission slips and money turned in.
    3. Request checks for field trips, i.e. bus, bus drivers etc.
    4. Order and distribute recorders and recorder books.
    5. Keep spreadsheet for each account and make deposits.
    6. Order and distribute class shirts, choir shirts, 8th grade polo shirts.

1. **Administrative Responsibilities:**
   1. **Powerschool** – Main point of contact for teachers, parents, administrators
      1. Collect all back-to-school forms, sort & update *Powerschool*
      2. Upload photos.
      3. Create new school year within system - add new students, teachers, and withdraw students as needed.
      4. Create and file all State reports on time:
         1. Monthly:
            1. SL (STN lookup)
            2. EM (enrollment & mobility)
         2. Semi-Annually:
            1. CC (course completion)
            2. CE (certified employee)
            3. CP (certified position)
            4. MV (voucher membership)
         3. Annually:
            1. AT (attendance)
            2. IR (IRead-3 Exemptions)
            3. LM (English Learners & Immigrants)
            4. SP (school personnel number)
   2. **Safe and Sacred**
      1. Maintain Safe and Sacred spreadsheet - add, delete, and update expiration dates.
      2. Confirm that all volunteers and chaperones have completed Safe and Sacred training and passed a background check.
         1. If volunteers are driving, confirm that they have a signed volunteer form on file.
   3. **Documentation/Records** (Not previously acknowledged)
      1. Update all back-to-school forms, including family handbook.
      2. Update all enrollment forms.
      3. Update Enrollment spreadsheet for new and re-enrollment for upcoming school year and post enrollment fees.
      4. Confirm that all incoming 6th graders and Kindergartners have all required immunizations prior to the upcoming school year.
      5. Update *CHIRP* (Children and Hoosier Immunization Registry Program) annually.
      6. Employee Absence Database – maintain record of all employee absences.
   4. **Marketing**
      1. Send articles to K.C. proof-read semi-annual newsflash and send to printer with labels.
      2. Ensure that Grade level brochures & letters are current.
      3. Add prospective families’ information to Marketing spreadsheet.
      4. Prepare four postcards, send to printer & prepare for mailing.
      5. Participate in marketing meetings.
      6. Maintain Grandparents and Alumni address spreadsheets
         1. “Keeping Students First”
            1. Update spreadsheet for all donations
            2. Send letters and tax statements for donations
            3. Make deposits
   5. **Textbook Orders**
      1. Update textbook inventory forms for each grade annually.
      2. Order and distribute books and planners annually.
      3. Order magazines annually.
   6. **General Administrative** 
      1. Order furniture and equipment per Principal’s requests.
      2. Generate Parent Teacher Conference Schedules through *SignUpGenius®*.
      3. Generate Surveys on *SurveyMonkey®* per Principal’s requests.
      4. Provide school tours as necessary.
      5. Answer phones and dispense medication as necessary.
2. **Other duties as necessary to ensure efficient functioning of the School/ Parish/ Agency**

1. POSITION SPECIFICATIONS/REQUIREMENTS
2. SKILLS, KNOWLEDGE, AND/OR ABILITIES
3. Good organization and planning skills
4. Ability to organize and manage workload to meet deadlines
5. Good interpersonal skills
6. Self-motivated. Ability to work with minimal supervision
7. Ability to handle multiple projects and priorities simultaneously
8. Willingness to foster the Church’s mission
9. Proficiency in Office 365 and Google Suite preferred
10. EDUCATION, TRAINING, AND/OR EXPERIENCE
11. High School Diploma or equivalent is required.
12. Bilingual skills preferred
13. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
14. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
15. Background screening required
16. Valid driver’s license required
17. WORKING ENVIRONMENT
18. Working conditions and physical demands that relate to the essential job duties.
19. Environment- Office setting
20. Physical demands: Bending/ stooping/ stretching/ climbing/ walking/ standing/ sitting/ lifting 25 lbs. occasionally
21. Shift requirements: 7:30am - 4:00pm Mon-Fri
    1. Must be available for school events as needed on nights and weekends

Must be able to read and edit spreadsheets, email and other related tools related to the role

Proficiency in Office 365 and Google Suite preferred

Must be able to process and maintain large volumes of documentation

Must be able to communicate extensively and effectively with staff and vendors via telephone/TDD, one-on-one conversations, face-to-face, and written correspondence

Must be able to sit or stand for extensive periods of time and navigate through the office

Requires extensive use of keyboards and other administrative equipment

Must be able to function within a moderate noise level office environment

Ability to travel to and work regularly in the corporate office located in Indianapolis, Indiana may be required

Date of job description: January 20, 2023

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

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| --- | --- |
| Employee Name: |  |
| Employee Signature: |  |
| Date: |  |