



Financial Aid Coordinator / Business Office Assistant
12-month, Full-Time Classified Staff
Hourly pay range: \$32.70 to \$38.75 per hour

Reporting to the Chief Financial Officer, this position supports the successful implementation of the AMHS Financial Aid program and provides general administrative support to the Business Office. As the primary point of contact for all financial aid and tuition related questions, the successful candidate will have proven success in providing excellent customer service to prospective and current families. In addition, this position handles purchasing, deposits, petty cash, and other duties as directed. 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 current and prospective students and their families.

Financial Aid Coordinator Responsibilities:

- Responsible for the implementation of all aspects of the financial aid process from the start of application process to year around assistance to parents
- Facilitates mid-year financial aid appeal requests
- Coordinates the compilation, tracking, and timely receipt of all financial aid application documents
- Participates in campus events to educate prospective parents and students on the financial aid process (requires attendance at some evenings and weekends)
- Provides support to the Book Scholarship program
- Maintains an inventory of all classroom books and supplies
- Helps maintain and track the Financial Aid budget on MS Excel
- Follows policies and procedures, recalls, and interprets a wide range of information
- Responds to inquiries via phone, email, and in-person in a timely and professional manner
- Facilitates a positive and welcoming experience for all students and visitors to the Business Office

Business Office Assistant Responsibilities:

- Assists with student billing by adding and posting transactions in FACTS tuition management system
- Assists with tuition management by reviewing the monthly past due tuition report and conducting follow ups
- Assists with updating student information in FACTS and downloading reports

- Assists with depositing, and recording of all cash, checks and credit cards received on the AMHS campus.
- Assists with changes to student payment plans, including coordinating the students' payments on FACTS
- Facilitates petty cash, purchasing, and scheduling of all-school shredding days
- Reconciling bank accounts
- Preparing audit schedules
- Serving as backup for Accounts payable desk
- 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 preferably in Accounting and/ or Finance
- Good understanding of financial documents and tax returns
- Strong computer skills (Google Suite, MS Excel and Word)
- Minimum five years of experience, experience in a secondary educational environment is preferred
- Experience with FACTS Tuition Management, Financial Edge Nxt (Blackbaud) and Filemaker preferred but not required
- 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
- Works 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, lharmon@mitty.com, no later than Friday, August 2, 2024.

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.