

JOB DESCRIPTION

JOB TITLE: Controller for Catholic Schools

JOB CODE:

Exempt: **Supervisor:** Stephen Breen, CFO in union with William Crist,
Superintendent of Schools

Employee Name:

SUMMARY: The Controller for the Catholic schools supervises/manages the application of accounting principles and budgeting practices for the system of Catholic schools for the Roman Catholic Diocese of Syracuse. This position supports and advises on the accounting and control functions for the schools; monitors expenditures and prepares monthly financial statements and analytical reports for diocesan administration; communicates financial information to the principals; provides technical training and assistance to professional personnel assigned to the Catholic school accounting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Diocesan Responsibilities:

- Provides oversight and training for all diocesan Catholic schools practices to include accounting, internal controls, billing, collection, payroll and assists with staff on-boarding.
- Compiles and analyzes quarterly financial statements from each school to maintain the accuracy of these records, alerting school board/pastor, superintendent, CFO of any deficiencies or areas of concern.
- Prepares quarterly (or when requested) financial executive summary for diocesan administration outlining areas of concerns and meets with superintendent and HR Manager to review and implement a plan of action. This includes income statements, balance sheets, budget variance, tuition receivables, cash management, parish assessment receivable reports and other A/R reports.
- Attends school board meetings and reports/discusses areas of financial concern to the boards as assigned.
- Review and coordinates weekly (or when necessary) Guardian Angels checks for signing.

Catholic School Office Responsibilities:

- Ensures that all CSO diocesan bills and employee related expenses are submitted and paid on a timely basis.
- Prepares the annual CSO budget with the superintendent and monitors actual versus budget throughout the fiscal year. Provides monthly forecast to the Finance Office.
- Oversees and maintains records for all CSO SDIF investment accounts in coordination with Finance office. Requests funding and loans as needed.
- Reconciles monthly Heritage Foundation grant disbursements report from Finance Office.
- Coordinates with Finance office for invoicing to include Rediker, parish subsidy, student accident insurance, asbestos, monthly legal fees, admin fee, accounting fee, scoring and any others.

School Responsibilities:

- **Financial Aid**—coordinates and prepares analysis or supporting documentation for all requests for financial aid annually, to include the following:
 - Tap A – funded from Hope Appeal

