

Job Description--Tuition Bookkeeper

St. Therese Catholic School (Revised March 2024)

Immediate Supervisor—School Principal

Work Hours – Flexible, but work 15-20 Hours a week to keep abreast of Tuition payments and accounts.

Salary--\$15 an hour, 20 hours per week.

Primary Qualifications and Responsibilities:

1. Collect tuition from parents
2. Be accountable for and maintain written records of all tuition collected
3. Create spreadsheet to show all tuition monies collected
4. Must be proficient in word processing and excel spreadsheets
5. Must be able to perform basic administrative tasks such as filing, typing and use of office machines
6. Must have good interpersonal skills needed as a front office employee, meeting with parents, vendors, and other stakeholders that come into the school.
7. Assist Secretary with office duties and relieve Secretary as needed.

The above duties and responsibilities are intended to describe the general nature of work performed and is not to be considered an exhaustive list of responsibilities, skills and duties. Situations regarding the successful operation of school will arise. Employee must be flexible and have the ability to manage those situations as they arise

Contact Person:

Dennis Vigil—STCS Principal

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