

## ARCHDIOCESE OF INDIANAPOLIS

### JOB DESCRIPTION

#### Business Office Assistant

#### I. IDENTIFYING INFORMATION

Position Title: Business Office Assistant  
Location: Bishop Chatard High School  
Status: Full Time  
FLSA: Non-Exempt  
Reports to: Executive Director of Finance  
Supervises: n/a

#### II. PRIMARY FUNCTIONS

The Business Office Assistant will provide administrative support to the Executive Director of Finance by performing various accounting, human resource and clerical duties.

#### III. POSITION CONTENT

##### A. ESSENTIAL FUNCTIONS

1. Processing of invoices for payment, reviewing invoices for accuracy prior to entering.
  - A. Entering and updating vendor information, collect W9s as needed, deactivate inactive vendor records
  - B. Ensuring all expenses are recorded and allocated to appropriate accounts, correction of account discrepancies
2. Make all vendor payments within specified time frame via check or ACH
3. Maintain and update all vendor files
  - A. Keep proper documentation on file for all payments made (ie. signatures, correct invoices, check requests completed in full)
4. Monthly reconciliation of credit card statements
5. Provide yearly audit support to Executive Director of Finance and others in the Business Office as needed
6. Yearly preparation and distribution of 1099s
7. Preparation of all cash and check deposits; makes weekly check and cash deposits
8. Onboarding of all new employees
  - A. Send out new hire requirements, monitor progress of onboarding, follow up with new employees as needed
  - B. Providing HR with necessary new hire documentation, ensuring new employees are set up correctly in Paylocity
9. Providing payroll support as required, correction of timecards, time off requests and reviewing payroll for accuracy
10. In conjunction with Executive Director of Finance assist with open enrollment for all benefits eligible employees
11. Office manager for Saint Benedict Center
12. Other duties as necessary to ensure efficient functioning of the School/ Parish/Agency

#### IV. POSITION SPECIFICATIONS/REQUIREMENTS

##### A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Ability to organize and manage workload to meet deadlines
3. Attention to detail, meticulous record keeping skills
4. Familiarity with Human Resource policies and procedures
5. Self-motivated. Ability to work with minimal supervision
6. Ability to organize and manage workload to meet deadlines
7. Ability to handle multiple projects and priorities simultaneously
8. Ability to reach, bend, stoop, and stand for extended periods
9. Ability to lift up to 40 pounds
10. Willingness to foster the Church's mission

##### B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training

3. Background screening required
4. Valid driver's license required

V. WORKING ENVIRONMENT

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

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, public presentations, 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 is required

Date of job description:

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.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

updated 7.25.23