BUSINESS OPERATIONS HANDBOOK

Roles and Responsibilities
for Region and School Staff

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Accounts Payable (A/P)

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Cheryl Schoof Accounts Payable cschoof@dsmrcs.org	**Melinda Wakefield** Accounts Payable mwakefield@dsmrcs.org	**Bryan Jordan** Controller bjordan@dsmrcs.org

Region Staff A/P Responsibilities

- Provide general assistance and training for SmartPO.
- Process invoices and payments from SmartPO.
- Reconcile statements and resolve invoicing issues with vendors.
- Mail payments.
- Upload and enter existing vendor lists received from the schools.
- Set up new vendors and update existing vendor info as needed.
- Communicate with schools and send weekly check registers for their information.
- Collect and enter W-9 information on vendors.
- Process yearly 1099-Misc and 1099-NEC tax forms.

School Principal/Admin A/P Responsibilities

- Receive and process invoices.
- Ensure invoices receive two approvals.
- Correspond with vendors regarding discrepancies or variances.
- Code invoices according to general ledger instructions provided by Region.
- Initiate "Check Request" in SmartPO.
- Upload pertinent documents (invoices, packing slips, etc.) into the "Check Request."
- Reconcile credit cards.

Accounts Receivable & Tuition Management (A/R)

tuitionmgmt@dsmrcs.org

esa@dsmrcs.org (tuition funding)

dsmrcs_esa@dsmrcs.org (non-tuition funding)

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Jon Saveraid Tuition Management jsaveraid@dsmrcs.org	**Joseph Zhiss** Accountant jzhiss@dsmrcs.org	**Bryan Jordan** Controller bjordan@dsmrcs.org

Region Staff A/R Responsibilities

- Post fees and discounts.
- Adjust payment plans.
- Work with parents on payment arrangements.
- Approve ESA applications and payments.
- Set up ESA vendors.
- Verify school deposits.
- Communicate tuition amounts.
- Follow up on past due accounts and failed payments.
- Enroll/re-enroll approved students.
- Balance month-end finances.
- Verify parish affiliation.
- Apply CTO/DTA awards, local tuition assistance and scholarships.
- Track parish investments (Checks should be sent to Region).

School Principal/Admin A/R Responsibilities

- Assist with general tuition account questions.
- Post in-school cash payments.
- Prepare deposits, take to bank and forward info to Region.
- Verify CTO/DTA student info prior to awards.
- Notify Region of new and withdrawn students.
- Maintain address, email and phone information in BBTM.
- Assist with account escalations for severely past-due accounts that could lead to student dismissal.
- Assist with completing ESA & FAIR applications as needed.
- Determine local tuition assistance.
- Communicate scholarship information.

Human Resources & Payroll (H/R)

hr@dsmrcs.org

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Region Staff H/R Responsibilities

- Provide salary amount for new teachers, send background check and Virtus training, notify Assured Partners and complete onboarding.
- Send employee FMLA paperwork, determine eligibility and input leave into Paylocity.
- Perform initial outreach to EE with expired background checks and send quarterly reports to the diocese.
- Complete employee offboarding and notify Assured Partners.
- Make changes in various systems (Paylocity, bswift, etc.).
- Train principals and timesheet managers to review, correct and approve timecards and payroll, as well as approve leave.
- Provide training to employees on relevant subjects (setting up the Paylocity phone app, viewing pay stubs, making direct deposits, etc.).
- Manage workers' comp.

School Principal/Admin H/R Responsibilities

- Create job postings, interview candidates and notify Region if wanting to hire candidate (Provide scale placement, resume and transcripts if candidate is a new teacher).
- Monitor teacher licenses that are or will soon be expired and ensure teachers are in classrooms/grades that match their endorsements.
- Notify Region of potential FMLA situations and line up long-term substitutes.
- Assist Region with outstanding expired background checks.
- Notify Region and provide documentation of any employee changes, resignations and terminations.
- Review, correct and approve employee timecards, and approve payroll hours and leave (A reminder email will be sent each Monday at 9 a.m. CST).
- Send payroll changes to Region by the 10th day of each month if applicable, and send a yearly spreadsheet of extra stipends (organized by month, by employee) before July 1st.
- Confirm employees receive and complete trainings.
- Notify Region of any workers' comp occurrences.

DES MOINES REGIONAL CATHOLIC SCHOOLS