



All Saints  
Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

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All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Job Posting

**Position:** Human Resources / Finance Office Professional

**Status:** Full Time (12 month) Position (Exempt)

**Reports To:** All Saints Catholic Schools President and Finance Manager

### Position Overview

The Bay Area Catholic Schools is seeking a finance office professional at All Saints Catholic Schools. This position requires a motivated human resource professional with excellent people skills and strong professional knowledge to support All Saint Catholic Schools employees. This position will lead and manage all functional areas of HR, including the implementation and administration of policies relating to HR activities, administer employee benefits programs, manage the hiring process for all positions, and ensure that all personnel-related activities comply with federal and state law. The person is also responsible for payroll, the tuition payment schedule, and to plan, manage, and direct administrative activities related to enrollment services at All Saints Catholic Schools student enrollment. This is a 12-month position reporting directly to the President and Finance Manager.

### Responsibilities

#### Human Resources

- Responsible for compliance with federal, state, and local employment laws and regulations, and recommended best practices; including the management of MCC forms, Health Benefits, Virtus and background checks. Reviews and modifies policies and practices to maintain up-to-date compliance.
- Support staffing and recruiting needs; develops and communicate best practices for hiring and personnel to school administrators.
- Work directly with school administration to assist them in carrying out their responsibilities on personnel matters.
- Manages and coordinates the full HR cycle including onboarding and offboarding.
- Manage all personnel files including workers comp and unemployment claims.
- Assists employees in applying for Short- and Long-Term Disability.
- Manages and recommends updates to and distribution of the Employee Handbook and Employee Benefits Guide.
- Works with the Athletic Director to set up coaching agreements and manages stipends for All Saints Catholic Schools.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to the school's leadership.



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- Document professional development, training, and certification activities for All Saints Catholic employees.

#### Office:

- Receives and counts tuition payments and other monies and gives the information to the bookkeeper.
- Manage all past due account statements.
- Complete Skyward reports that relate to school finance and enrollment as needed.
- Develop Alumni Contact Portfolio.
- Receive and process student records for ingoing and outgoing students and maintain records of student transfers.
- Maintain the current student records organization system.
- Issue work permits to students as needed.
- Provide records information to alumni and student verification.
- Develops and manages staff attendance and leave tracking program (time sheets and attendance reports)
- Fill out forms for bills to be paid by the MSHS, BACS, and the Athletic Club as needed
- Assist the bookkeeper in bill payment process and maintenance of digital and physical records of payments
- Processes applications for new enrollments, and work with bookkeeper and tech director to process current student registrations during enrollment periods.
- Counts and prepares deposits, sees that deposits are transferred to courier weekly, and maintains digital and physical records of deposits.
- Manage school website, such as uploading information, “school closed” announcements, registration information, etc.
- Performs other duties as required.

#### Candidate Profile

- Believes in the mission of Catholic education and is fully committed to its success in the Diocese of Saginaw.
- Works collaboratively with all constituents including parents, students, alumni, administrators, faculty, and staff.
- Able to identify and effectively organize and motivate volunteers.
- Possesses strong interpersonal communications skills, both oral and written.
- Demonstrates a proven, successful record of designing, implementing, managing, and analysis of enrollment management plans.
- Demonstrates a technical competence in relevant computer technology.

#### Education and Experience



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- Bachelor's degree and one to two years related experience and/or training or equivalent combination of education and experience.
- Must be fluent in Microsoft Office
- Strong written and oral skills.
- Ability to interact effectively as a team member and to supervise others.
- Understand and support the operation and mission of Catholic education.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

### **Additional Requirements**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to:  
[sarah.anderson@ascbaycity.org](mailto:sarah.anderson@ascbaycity.org)

### **Sarah Dowling-Anderson**

President of All Saints Catholic School  
Middle School and High School Principal

217 S Monroe St  
Bay City, MI 48708  
989-892-2533  
989-892-7188 (fax)

**Deadline to apply: January 20<sup>th</sup>, 2025 or until filled**



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