**April 12, 2021**

**Laura Flanigan – Accounting Asst.**

* **Hired in June 2018 to assist Debi Judish with the accounting and finances of the school and church.**
* **I work Part-time (about 15 hours a week) and am responsible for the items listed below for the school and church on a weekly/monthly basis.**
* **I have been a part of the Finance Counsel since 2017.**
* **In addition, I am the St. Peter Catholic School Gala Co-Chair (parent volunteer).**
* **I have 2 daughters (Leah 8th and Allyson 4th) at St. Peter Catholic School and we have been at the school since Leah began preschool in 2010.**

**Responsibilities:**

**School:**

1. Reconcile 2420 accounts (Funds held in Trust)
2. Assist Carol with any expenses or deposits, as needed (when on vacation or summer)
3. Complete tuition reconciliation– tuition collected, discounts, scholarship, SCRIP.
4. Deposit tuition from TADS – goes with tuition reconciliation above
5. Bank reconciliations
6. Complete facility inventory in Facility Tree with Doug and update Fixed asset schedule
7. Complete and input Budget for School and Review with Sheila

**Church:**

1. Reconcile 2420 accounts (Funds held in Trust)
2. Bank reconciliations
3. Reconcile income to bank deposits for audit
4. Temporary Restricted Net Assets reporting
5. Complete facility inventory in Facility Tree with Doug and update Fixed asset schedule
6. Prepare Items for Annual Audit
7. Complete and input Budget for Church – Review with Debi and Finance Counsel
8. Order liturgical supplies (i.e Gerkens, Queen of Angels) - complete inventory monthly