

Division of Duties Policy

ST. JOSEPH ACADEMY
(SJA)

Department Number	Finance 200.1.10
Effective Date:	July 2, 2009
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Page:	1 of 1

- I. Purpose: To define the roles and responsibilities within the financial department.
- II. Procedures: The following is a list of personnel who have responsibilities within the organization:

CEO:

- Reviews and approves all financial reports.
- Reviews and approves annual budget.
- Reviews and approves all payment requests and invoices exceeding \$500.00
- Reviews and approves all contracts and agreements for goods and services that exceed \$1000.
- Reviews and approves all capital expenditures.

Director of Finance:

- Reviews all payment requests, invoices and checks.
- Receives unopened bank statements.
- With the CEO, Directors, Administrators and Managers, develops annual budget.
- Reviews all financial reports.
- Reviews and approves list of check disbursements.
- Reviews all bank reconciliations.
- Reviews all contracts, agreements, purchase orders.
- Prepares and processes payroll.

Accounting Associate

- Prepares bank reconciliation.
- Processes all receipts and disbursements.
- Assists in payroll processing.
- Prepares timekeeping for payroll processing.
- Receives and distributes/opens all incoming invoices.
- Mails all checks for payments.

Administrators/Department Managers

- Responsible for purchasing decisions and accountable to approved budgets.
- Authorize prepared payment requests.
- Develops annual departmental budgets.

Approved by: 

President/CEO

Date: 