



OFFICE OF CATHOLIC EDUCATION

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Tuition Officer

West Catholic Preparatory High School
4501 Chestnut Street
Philadelphia, PA 19139

Overview

Archdiocesan high schools use a tuition management service provided by an outside vendor to invoice and collect tuition and fees from a parent. The tuition officer's role at the high school is to ensure that families are properly billed tuition and fees and to ensure that payments are made in a timely manner. The Tuition Officer is a resource to parents with questions about tuition, fees, grants and scholarships.

The Tuition Officer is responsible to the School President and to the Tuition Manager in Educational Financial Services.

The ideal candidate will be dynamic and energetic with a demonstrated ability to work with little oversight/direction while handling and maintaining confidential information and always exercising discretion/discernment in handling related office and school matters. This role requires a high degree of initiative, professionalism, organization, and stellar communication skills working within a Catholic environment where Catholic values define the words and actions of all.

Duties and Responsibilities

- Ensure that all students are in the Tuition Management System and they have been properly billed and have received credit for any grants, scholarships or other discounts.
- Ensure that enrollment in the Tuition Management System reconciles with enrollment in the Student Information System(s).
- Assist the school's president and financial aid committee in awarding need based grants to families who have applied for tuition assistance.
- Collect cash payments from parents for entry into the Tuition Management System.
- Prepare bank deposits for tuition and fees collected at school as required by policy.
- In conjunction with school's Accountant, coordinate, prepare and review all necessary reports to complete tuition reconciliation.
- Respond to parent questions regarding tuition, documenting responses in the Tuition Management System.

- Enforce school and system policies concerning Tuition and Fees collection.
- Follow up regularly with families who are behind in payment of tuition in an effort to collect the funds due to the school.
- Interact with School President and other school personnel regarding tuition and fees management.
- Prepare all necessary reports required during the annual audit of tuition records.
- Prepare ad hoc reports as needed.
- The Tuition Officer will also be responsible for collecting and storing all compliance forms for faculty, staff, coaches, and volunteers.
- Duties are representative and not limited to those stated above

Qualifications:

- Must be Proficient with Excel software
- 3 – 5 years accounting/bookkeeping/customer service experience, a plus
- Prior experience with Accounts Receivable management, a plus

This position is Full-time, 12-month position

Interviews will be granted to the most qualified applicants. PA required clearances and official transcripts will be required before employment can begin.

The deadline for applications is March 6, 2026.

Interested parties should send a cover letter along with resume, list of references and **salary requirement** to Mary Gillooly, Director of Budget & Financial Analysis, at mgillooly@archphila.org.

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As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

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