

# Ursuline Academy of Cleveland

## JOB DESCRIPTION

### JOB SUMMARY

<b>Job Title:</b>	<b>Sister Services Coordinator – Part Time</b>
<b>Supervisor:</b>	<b>Chief Financial Officer</b>
<b>Exemption Status:</b>	<b>Non Exempt</b>
<b>Job Number:</b>	<b>03-111.2</b>
<b>Revised:</b>	<b>August 21, 2025</b>

### JOB SUMMARY

The Sister Services Coordinator is responsible for the coordination of programs, benefits and services through the Finance Office. Primary responsibilities include the coordination of government programs and fleet vehicles for sisters, administering the organization's credit card and cell phone programs and handling other sister requests that are financial in nature.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Coordinate enrollment in government programs including Social Security, SSI, Medicare and Medicaid for sisters.
- Process renewals/re-certifications for sisters currently enrolled in government programs.
- Issue all credit cards and interact with credit card users pertaining to account management issues.
- Order new and replacement cell phones
- Maintain the automotive database, vehicle acquisitions and disposals, coordinating vehicle accident claims and maintenance requests, and vehicle registration renewals.
- Administer the annual budget process for all local houses including preparation of budget reports, initial review of budget submissions, and interactions with sisters, other finance staff and the management in the approval process.
- Disburse petty cash to sisters as requested and approved.
- Process requests for vacation, retreat and enrichment funds in accordance with established policies.
- Create and maintain various excel spreadsheets
- Other duties as assigned

### JOB REQUIREMENTS

- Excellent communication skills.
- Experience working with an elderly population with health benefits and government programs preferred.
- Attentive to detail, as demonstrated by regularly verifying all work thoroughly to ensure accuracy
- Good analytical and problem-solving skills
- Good organizational skills, with ability to successfully manage multiple tasks
- Demonstrated ability to handle sensitive information with discretion and tact
- Ability to respond to department needs as demonstrated by rapid and high-quality responsiveness
- Proficient with Microsoft Windows and Microsoft Office Suite
- Bachelor's degree in social services, communications or a related field is preferred but not required.

*Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job*

### PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- May be required to travel to perform certain work functions outside of an office environment
- General office environment, must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit, talk, or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds.

#### **DISCLAIMER**

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.