



|| ACCOUNTING ASSISTANT ||

St. Teresa's Academy

The Academy is seeking an Accounting Assistant to work in the Business Office. The accounting assistant will be responsible for maintaining the financial records, performing data analysis, and assisting with financial statements. This position reports to the Director of Finance and is a full-time position.

St. Teresa's Academy is a Catholic, all girls, college preparatory high school. Committed to excellence in the education of young women, the Academy offers a rigorous academic curriculum combined with the latest technology, competitive athletic teams, award-winning fine arts programs, and a wide variety of extracurricular opportunities. St. Teresa's Academy educates young women to think critically, encourages them through Catholic values to love the dear neighbor without distinction, and empowers them to change the world.

RESPONSIBILITIES

- Process vendor invoices and payments
- Manage employee credit card approval system
- Manage and reconcile tuition billing system
- Manage delinquent tuition accounts
- Record online credit card receipts
- Prepare general ledger entries and account reconciliations
- Analyze current accounting procedures and recommend changes
- Assist with payroll-related transactions
- Assist with month end financial reports
- Assist with annual budget preparation
- Monitor budgets with department chairs
- Assist with annual audit
- Assist with cash flow analysis

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- Bachelor's degree in Business
- A preference of two (2) years of relevant accounting experience
- Advanced proficiency in Excel, Word, and Adobe
- Data analysis
- Confidentiality
- Ability in building relationships with parents, faculty, and staff
- Understanding of the Catholic faith, single-sex schools, and the mission of the Sisters of St. Joseph of Carondelet required

St. Teresa's Academy is an Equal Opportunity Employer

April 2021