



Arrupe Jesuit High School

Job Title: Accounting Associate
Designation: Full-Time

Reports to: Director of Finance and Accounting
Status: Exempt

About Arrupe Jesuit:

Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a premier educational experience through rigorous academics, formation in faith and discernment, and a unique work-study program – fostering community, opportunity leadership, and personal growth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

Position:

The Accounting Associate plays a crucial role in supporting the financial, accounting and administrative aspects of Arrupe High School. This position is responsible for managing various accounting functions, financial reporting, payroll processing, and administrative tasks to ensure the smooth operation of the school's financial activities.

Primary Responsibilities:

Financial Management

- Manage accounts payable and receivable processes.
- Prepare and process payroll in a timely and accurate manner.

Accounting and Administrative Duties

- Maintain accurate and up-to-date financial records using QuickBooks.
- Post entries to the general ledger
- Reconcile monthly bank statements and financial reports
- Update, track and submit payments for employee benefits and retirement plans
- Review and post employee credit card transactions
- Assist with annual audit preparations and provide necessary documentation.
- Coordinate with the school's corporate work-study program, including tracking student contracts, billing and collections
- Assist with off-cycle checks and other special payments

Compliance and Reporting

- Ensure compliance with local, state, and federal regulations related to payroll and vendor payments
- Prepare and submit required compliance reports for workers' compensation
- Assist with year-end tax reporting

Team Collaboration

- Collaborate with other departments to support their financial needs and provide necessary guidance
- Assist with special projects and initiatives as assigned

Qualifications:

- Minimum of Associates Degree in Accounting, Finance, or related field, Bachelor's Degree preferred
- Thorough knowledge of basic accounting procedures
- Experience in accounting or financial management, preferably in a non-profit or educational setting
- Proficiency in QuickBooks and Microsoft Office Suite, especially Excel
- Strong attention to detail and organizational skills
- Excellent analytical and problem-solving abilities
- Effective communication skills, both written and verbal
- Ability to handle confidential information with discretion

Working Conditions:

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to remain in a stationary position for 50-75% of the time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

- Competitive salary commensurate with education and experience
- Retirement savings plan with employer match
- Paid time off and school recognized holidays
- Full benefit package including health, dental, vision, LTD & STD, and life insurance

Contact:

Please submit your cover letter and resume to jobs@arrupemail.org