

GENERAL ACCOUNTING COORDINATOR

JOB DESCRIPTION

We are looking for a person skilled in bookkeeping and accounting procedures to join the team in the joint business office serving Chicago's Cristo Rey Jesuit High School and Christ the King Jesuit College Preparatory School. Every candidate will embrace the mission of these two schools providing a faith-based college preparatory education for students who could not otherwise afford a private college prep education.

The ideal candidate will have at least three years experience in most of the following areas which detail the duties of the person to be hired: Accounts Payable, Accounts Receivable, Payroll, Internal Financial Reports, Budgeting, Audit Preparation and Analysis, Fixed Asset Management, Bank Reconciliations and New Market Tax Credit reporting. The candidate must be proficient in Microsoft Word and Excel and it is preferred, but not required, that the candidate be familiar with MIP Accounting Program and Administrator's Plus.

The candidate must also be willing to report to work at both campuses (located about fifteen minutes from each other) and perform tasks for both schools. Normally, there will be a regular weekly schedule for each location but that will be subject to change and therefore require flexibility on the part of the candidate.

Please send a resume to:

jobs@ctkjесuit.org