



**Christian Brothers High School
Sacramento, CA**

Accounting Associate Position Announcement

Christian Brothers High School, a co-educational Lasallian Catholic high school in Sacramento, is seeking a qualified and detail-oriented Accounting Associate. This individual will maintain the accuracy of student tuition and fee accounts while ensuring efficient billing and receipt processes. The position also includes basic general ledger accounting functions to support monthly closings.

Responsibilities

The Accounting Associate will:

1. Prepare student tuition invoices, tuition assistance, and account updates for parents. Handle incoming payments, address parent inquiries, and provide accurate reports to the management team.
2. Prepare and distribute required documents to the collection agency when necessary.
3. Process accounts payable invoices and ensure timely, accurate vendor payments.
4. Ensure compliance with internal controls, approval processes, and accounts payable procedures.
5. Charge expenses to accounts and cost centers by analyzing invoice/expense reports.
6. Prepare accounts payable checks and ACH batches.
7. Communicate with vendors to resolve payment or invoice issues.
8. Monitor accounts payable aging reports and resolve outstanding invoices promptly.
9. Prepare and process electronic payments and checks for signature.
10. Reconcile bank statements and petty cash.
11. Prepare 1099 forms.
12. Deposit checks in accordance with cash receipt policies.
13. Provide support for additional accounting and finance functions as needed.

Qualifications

- High school diploma or GED required.
- 2-4 years of experience in accounts payable/receivable or general accounting positions.
- Full-charge bookkeeping experience is a plus.

Skills and Competencies

- Strong attention to detail and organizational skills.
- Advanced/intermediate competency in learning new software.

- Excellent communication skills with internal and external customers.
- Ability to manage multiple tasks simultaneously and prioritize effectively.
- Proficiency in Microsoft Excel and Word.
- Familiarity with accounting systems such as Blackbaud (preferred) and FACTS (tuition software).
- Strong project management skills.

Salary Range

\$60,000 - \$65,000 annually (based on qualifications and experience).

Application Process

Interested and qualified candidates should submit the following:

1. A résumé detailing relevant experience and qualifications.
2. A cover letter outlining how your skills and experience align with the role.

Submit applications to:
hr@cbhs-sacramento.org

Application Deadline: February 28, 2024