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# NOTRE DAME SCHOOLS

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## Staff Accountant

Notre Dame Schools, sponsored by the Sisters of Notre Dame, seek a skilled, professional Staff Accountant to support our finance department in the schools' mission to provide an exceptional Catholic education to students from preschool through high school.

### Summary:

The staff accountant is a key member of the finance department of Notre Dame Schools. The accountant will complete monthly account reconciliations and journal entries to produce accurate financial reports. The accountant will assist with inter-company allocations, government funding, and maintain the fixed asset system. The accountant ensures the functions of accounting, billing, payroll, benefits, and accounts payable are completed timely and accurately. The ideal candidate will desire growth and expanded role over time.

**Reports to:** Chief Financial Officer of Notre Dame Schools

**Status:** Exempt, 12 months

### Requirements:

- Philosophically aligned to the Catholic mission, vision, and core values of Notre Dame Schools.
- Bachelor's degree in accounting.
- Minimum two years of accounting experience (not-for-profit accounting preferred).
- Strong knowledge of accounting principles (GAAP).
- Experience with Blackbaud's Financial Edge and Raisers Edge a plus.
- Strong organizational and interpersonal skills while maintaining confidentiality.
- Effective time management.
- Detail oriented and resourceful.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Possess excellent client service and analytical skills.

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## **Position Responsibilities:**

- Prepare cash and investment reconciliations and monthly close journal entries.
- Supervise cash receipts, deposits, and student billings transactions.
- Responsible for the credit card receipt submission and matching process.
- Reconcile and maintain fixed asset support.
- Assist in establishing policies, procedures, standards, and strategies.
- Prepare monthly financial statements and reports for Notre Dame Schools.
- Maintain compliance with governmental regulations and changing regulatory environment by staying current on laws and regulations that may affect compliance.
- Other duties and responsibilities as assigned by CFO.

## **Salary and Benefits:**

1. Salary commensurate with experience.
2. Benefits
  - a. Health insurance
  - b. Paid time off
  - c. 401(k) and matching
  - d. Dental insurance
  - e. Vision insurance
  - f. Life insurance
  - g. Disability insurance
  - h. Tuition assistance available for children
  - i. Flexible scheduling

## **Application Process:**

Please apply directly via email to Justin Turk at [justin.turk@ndcl.org](mailto:justin.turk@ndcl.org) with your letter of interest, resume, and references.