

Accounting Assistant/Part Time

Application Submission Deadline: August 8, 2025

Expected Start Date: August, 2025

JOB RESPONSIBILITIES

1. Daily processing of tuition payments, book bills, field trips, on line payments, dress down days, club activities, cafeteria purchases and campaign payments
2. Record gifts from donors and ensure restrictions are properly tracked
3. Monthly bank reconciliations
4. Assist families with finance questions and information
5. Assist with gathering information for the purpose of evaluating financial aid applications
6. Assist with gathering detail information for monthly and yearly closings as well as year-end audit
7. Assist with budget reporting
8. Maintain and monitor new student deposits with the admissions office
9. Set up and maintain the tuition system
10. Assist with the distribution of financial aid letters
11. Prepare and make bank deposits as needed
12. Attend and assist with Open House, new student orientation and student receptions
13. Prepare journal entries for respective account reconciliations
14. Any other responsibilities as deemed relevant to the accounting department.

Essential Qualifications:

- Knowledge and appreciation for Catholic schools
- Accounting and bookkeeping experience
- Ability to establish and develop strong working relationships with fellow colleagues
- Excellent written and oral communication skills

Preferred:

- Experience working in a school
- Experience working in a Catholic school
- Experience working in a Lasallian school

GENERAL INFORMATION

Application: Please submit a resume, letter of intent, and at least two references. The letter of intent should address why you are interested in and qualified for the position. This is a confidential search until the final interview at which time references will be contacted.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Contact: Please send resume and other materials, by email only, addressed to:

Accounting Assistant Search Committee
Christian Brothers Academy
hr@cbasyr.org