

Business Office Coordinator (DePaul Cristo Rey High School)

Job Type: Professional/Administrative

Job Status: Full-time

Overall Description

DePaul Cristo Rey High School (DPCR) seeks an energetic professional to maintain relationships with families, perform accounting functions and assist the CFO in other management functions and operations at the school.

Located in Cincinnati, OH, the school serves culturally diverse high school students who are admitted based on their potential to succeed in college preparatory courses, employability and financial need. DPCR is sponsored by the Sisters of Charity and is a member of the national Cristo Rey Network.

Duties and Responsibilities (not all inclusive of role responsibilities)

- Develop and maintain relationships with families guiding them through tuition collection;
- Maintain a thorough understanding of the financial reporting and general ledger structure;
- Ensure accurate and timely monthly, quarterly and year-end close;
- Prepare payments for Accounts Payable, accurately and timely;
- Assist the CFO with daily banking requirements;
- Support budget and forecasting activities;
- Work with the CFO to ensure a clean and timely year-end audit;
- Prepare monthly invoices;
- Represent the Business Office and the School in meetings and conferences with students, families, vendors, and other individuals and organizations, as requested by the CFO.

Qualifications

The ideal candidate is self-motivated, detail-oriented, able to multi-task and proactive in completing responsibilities and troubleshooting. Must have a flexible work schedule to meet the business needs of the school. He or she must have strong verbal, written and analytical skills and very strong organizational skills; be able to exercise good judgment which exemplifies professionalism; demonstrate an understanding of and experience in business culture; demonstrate proficiency with Quickbooks or other commercial accounting software and Microsoft Office; and be willing and flexible to do what needs to be done for the good of the school's mission. He or she understands and appreciates the education mission of the Sisters of Charity, the Cristo Rey Network and the Archdiocese of Cincinnati.

Requirements

Bachelor's degree required

3-5 years successful experience in accounting and/or business management

Previous experience with non-profit accounting a plus

Bi-lingual (English & Spanish) a plus