**Full-Time Accountant**

St. John’s Jesuit High School & Academy is in search of a full-time Accountant.  St. John’s is an all-boys Catholic school in the Jesuit tradition that assists in the formation of approximately 750 boys from grades 6-12. Employees must act in a way to aid in the formation of *Men for Others* through the Graduate at Graduation; loving, open to growth, intellectually competent, religious, and committed to doing justice.  Duties for this position include but are not limited to performing accurate day-to-day processing of financial transactions, completing payroll functions in an accurate and timely manner, and providing daily assistance in the operation of the business office. Qualified candidates will possess a bachelor's degree in accounting (or a closely related field) with a minimum of 3 years of professional accounting experience.  A CPA is preferred for this position.  Candidates must be able to demonstrate strong customer service, a high level of accuracy, a team mentality, flexibility, confidentiality and knowledge of accounts payable, receivable and maintaining general ledgers.

Employee benefits include paid vacation, paid sick time, matching retirement contributions, tuition assistance for children (boys) of employees to attend St. John’s, and health, dental and vision insurance.

Please send resume, cover letter and salary expectations to Katie Sliwinski at ksliwinski@sjjtitans.org.