

Accounts Payable and Receivable Specialist

Finance Department

Reports to: Director of Finance and Human Resources

Cristo Rey Atlanta Jesuit High School, which provides a college preparatory education and a unique work-study experience to low-income families, is seeking a Relationship Manager. To learn more about the school, please visit www.cristoreyatlanta.org.

Summary of Job Responsibilities: This AR/AP Specialist will assist the various departments of Cristo Rey Atlanta Jesuit High School with all bookkeeping, and day-to-day financial transactions including accounts payable, accounts receivable, corporate credit card reconciliations, sales tax, property tax, business license, and various other transactional issues. The AR/AP Specialist must exercise discretion in executing essential functions and be able to work independently, following through on assignments with minimal direction.

Responsibilities include, but are not limited to:

- Preparing Director's reports as it relates to donors, angel investors, CWS Partners, and Enrollment contracts.
- Coordinate actions necessary to correct account balances and maintain proper accounting controls and procedures for job partners' accounts.
- Prepare, send, track, and follow up on invoices for job partners.
- Keep all Directors informed of significant issues related to AP/AR
- Assist Director of Finance to ensure the accuracy of accounting data and monitoring budgets.
- Submit weekly reconciliations of development receivables to the Director of Finance.
- Work with the Development department to ensure proper distribution and coding of incoming funds.
- Assist Director of Finance with Annual Audit
- Assist in the administrative needs of the Finance Department regarding re-enrollment contracts, registrations, Student Scholarship program, and tuition delinquencies.
- Manage weekly deposits – Cash and Check (using scanner).
- Other duties as assigned

Requirements:

- Associate's degree or higher in Accounting
- 2 years of experience in an accounts receivable and accounts payable role
- 2 years of experience using financial/accounting software packages
- Proficient in MS Office
- Ability to multi-task and willing to learn new skills.
- Ability to meet deadlines and follow up on pending issues
- Attention to detail and accuracy

Qualifications

- Knowledge of basic accounting procedures and principles
- Experience with general ledger functions
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Minimum Associates Degree in appropriate field of study or equivalent work experience.
- Previous experience working with students a plus.
- Must be able to pass a local criminal history/background check
- Blackbaud Financial Edge NXT a plus
- Spanish speaking preferred and plus



Apply: To apply, submit the following items to Human Resources Manager at hr@cristoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.