



PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • www.providencethecatholic.org

Position: Staff Accountant (Part-Time; 12-months)

Date Posted: Friday, March 22, 2024

Closing Date: Open until filled

Start Date: Immediate

Salary: Negotiable based on experience

Providence Catholic High School is seeking a detail-oriented, Staff Accountant to join our Business Department. The Staff Accountant will support the overall maintenance and administration of the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP).

This position is accountable to the Controller.

Faith Community Affairs:

- Serves as a role model and witness to our faith community.
- Embraces the Augustinian Values of truth, unity and love.

Essential Functions:

- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Accounting policies and procedures.
- Verify the accuracy of data received from vendors and internal company reports.
- Perform reconciliations of bank statements, accruals and prepaid expenses.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.

- Assist the Controller with the day-to-day, monthly and year-end operations of the Business Department.
- Assist with payroll functions.
- Continuously streamline and automate accounting procedures by analyzing current processes and recommending changes.

The ideal candidate will have the following:

- Strong organizational skills and ability to prioritize workload to meet deadlines.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Demonstrated proficiency in accounting principles and best practices. Experience with P&Ls, balance sheets, & income statements a plus.
- Proficiency in Microsoft Office (Word, Power Point, and advanced Excel).
- High-level of interpersonal skills with demonstrated poise, confidentiality and diplomacy.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Bachelor's degree in Accounting or equivalent experience required.
- Experience with Financial Edge software a plus but not required.

Letters of interest and resumes should be sent to Mrs. Melissa Sallade, Administrative Assistant to the President, at msallade@providencethecatholic.org