



Position Description

Staff Accountant

**Strake Jesuit College Preparatory
Houston, Texas**

The School:

Founded in 1960 by the New Orleans Province of the Society of Jesus, a religious order of priests and brothers also known as the Jesuits, Strake Jesuit is a Catholic, four-year college preparatory school serving young men grades nine through twelve. The school's mission is to assist young men in their formation as leaders and as "Men for Others" through a program of rigorous college preparation in the tradition of the Society of Jesus. Currently serving over 1200 students from all over the Houston metropolitan area, Strake Jesuit is one of the most ethnically diverse schools in the Jesuit School Network. Recently ranked #6 in a national ranking of Catholic schools, Strake Jesuit prepares students for the most selective universities.

With a budget of over \$22 million, Strake Jesuit has a faculty and staff of 160 committed men and women, and a very strong network of volunteers. We are always seeking to care for our faculty and staff in the same way we care for our students.

The school is in the process of planning for the next few years, and now is a very exciting time to be a part of this community. For more information about Strake Jesuit see the below information and visit www.strakejesuit.org.

Position Description:

A new position reporting to the Director of Finance, the Staff Accountant is responsible for supporting the mission of the school through general accounting functions. This position will work closely with the Director of Finance and other members of the Finance Department.

A twelve-month position, the position begins immediately. Salary is commensurate with experience.

Minimum Qualifications for Applicants:

Education

- A bachelor's degree in Accounting or a related field.
- Evidence of continuing professional education through conferences, seminars, or professional associations is preferred.

Experience

- Three to five years of professional experience in progressively responsible positions in non-profit or education sector is preferred.
- Extensive knowledge of the principles of Catholic and Jesuit education is preferred.

Skills & Qualifications

- Understanding of and a passion for Strake Jesuit's mission of educating young men in the tradition of the Society of Jesus including a respect for and understanding of Strake Jesuit's Jesuit and Catholic culture.
- Proficiency with Excel, Word, and Blackbaud is preferred.
- Ability to accurately interpret procedures along with the ability to ensure appropriate implementation.
- Exceptional interpersonal skills and a collaborative spirit are essential.

Duties

- Assist the Director of Finance with month end close.
- Prepare reconciliations including general ledger, merchant accounts, fundraising, etc.
- Review bank reports and prepare daily cash reports to Director of Finance.
- Prepare and post journal entries.
- Maintenance of fixed asset system.
- Other duties and special projects upon request.

To Apply

Send a resume and cover letter by e-mail to employment@strakejesuit.org, by fax to 713.774.6427, or by mail to Strake Jesuit, Application for Employment, 8900 Bellaire Boulevard, Houston, Texas, 77036. For questions, contact Michelle Dolar at 713.490.8224.