

POSITION TITLE: STAFF ACCOUNTANT

Who We Are

Cristo Rey Orange County High School is in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study program that provides students with real-world work experiences. In this unique model, every student works to fund half of the cost of their education while gaining job experience and skills, exposure to different leaders and cultures, and growing in self-confidence. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and other professional organizations. Want to learn more about us? Visit our [website](#).

Position Summary

Cristo Rey Orange County is seeking a dedicated, mission-driven team player with a growth mind set who wants to be part of the Cristo Rey community. The Staff Accountant will assume responsibility for the day-to-day general accounting duties and assist with oversight of the school's financial practices which includes accounts payable, internal controls, billings, and collections.

Roles and Responsibilities

Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.

Essential Duties

- Manages accounts payable including check requests, expense reimbursements, credit card support and ACH transactions, ensuring timely payments.
- Handles vendor communications, maintains invoice and payment records, and manages vendor file documentation.
- Posts payroll journal entries and processes 403(b) remittances.
- Oversees student tuition billing, collections, and payment plan coordination, following up on past due accounts as needed.
- Manages corporate work study partner billing and payment postings.
- Posts income sources to the general ledger, including donor contributions, tuition and work study payments.
- Prepares month end journal entries, account reconciliations, financial statements, and budget vs. actual reports.
- Supports the business office in tracking restricted fund expenditures, preparing audit documentation, and assisting with the annual budget.
- Develops and maintains accounting policies and procedures.
- Performs other duties as assigned by the CFO.

Qualifications and Skills

- Bachelor's degree in accounting, finance, or equivalent training/experience
- Minimum of three years of accounting experience, preferably in a non-profit setting and in processing accounts payable.
- Required knowledge of generally accepted accounting principles.
- Must be organized, results oriented, and attentive to detail and accuracy.
- Excellent written and verbal communication skills, along with professional demeanor
- Excellent organizational and time management skills
- A team player who can deal effectively and proficiently with a variety of people.
- Ability to maintain strict confidentiality.
- Proficient in Microsoft Suite (especially Excel) and Quickbooks Online (or other similar accounting software).
- Bilingual (English/Spanish) preferred, but not required

Other

- FLSA Status: Non-Exempt
- Reports to: CFO
- Hourly rate: \$33 to \$36
- Benefits: Eligible for healthcare benefits (medical, dental, and vision), paid holidays, vacation, and retirement plan.
- Work Schedule: Full time, 40 hours per week
- Cristo Rey is an eligible nonprofit employer for the Federal Public Service Loan Forgiveness (PSLF) Program.

How to Apply

If you would like to be considered for this position, please send one PDF document including your resume and cover letter sharing how you are qualified for this position to careers@crstorevoc.org with "Staff Accountant" in the subject line.