



## Financial Analyst Job Summary

Resurrection College Prep High School is seeking a talented and motivated financial analyst to join our team. This is a fantastic role for a strong performer who is looking to greatly expand their knowledge – we are in a transitional stage and there will be exposure to new systems, process designs and improvements. We seek a detail-oriented professional to assist with a wide range of monthly, quarterly and annual accounting functions associated with Resurrection College Prep's financial reporting.

### Principal Duties And Responsibilities

- Prepare monthly journal entries
- Conduct preliminary review need-based awards and regularly update CFO
- Prepare and/or review monthly account reconciliations
- Accounts receivable - actively follow-up on delinquent accounts
- Record donations – timely and accurately
- Consolidate information for internal financial reporting
- Work with external auditors and provide necessary support
- Prepare analytical schedules, analyze variances, and provide support for internal requests
- Participate in process improvement projects
- Additional responsibilities, as assigned

### Minimum Job Requirements

- BA/BS degree in Business (Accounting, Finance, Management, Marketing, Systems)
- Proficiency in MS Office products - intermediate to advanced knowledge of MS Excel

### Required Job Skills

- Ability to identify, analyze and solve issues.
- Ability to work independently.
- Positive attitude required.
- Effective writing skills and strong attention to detail required.
- Strong analytical, organizational, and time management skills.
- Progressive thinking skills, a strong work ethic, and knack for innovative solutions.
- Excellent communication skills to interact with varying levels of management and professional staff.

To be considered for the financial analyst role, please send a letter of interest and resume to [cmarte@reshs.org](mailto:cmarte@reshs.org).