



CRISTO REY
JESUIT
COLLEGE PREPARATORY SCHOOL OF HOUSTON

Accounting Coordinator - Intern

Department: Finance

FLSA Classification: Part-time (Internship)

Reports To: Director, Finance and Human Resources

Who We Are: Opening in 2009, Cristo Rey Jesuit now has student enrollment of nearly 450 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. A unique Corporate Work Study Program places students in businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

Our Mission: To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

Our Vision: Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning; and excelling in all we do.

Read more about CRJ's teaching model and school community on [our website](#).

Our Learning Community: Cristo Rey Jesuit College Preparatory School of Houston is a 9-12 learning community that educates students of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate ready to succeed in college and in life. All students at Cristo Rey Jesuit (CRJ) participate in the Corporate Work-Study (CWS) program as an integral part of their educational experience. Students spend five days each month engaged in a professional work assignment at one of the 130 partner companies throughout the Houston area.

Who YOU are: We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.



The Job: This position is primarily responsible for billing, collecting and recording Corporate Work Study revenues and student tuition; recording and depositing receipts from donors and others; performing all duties related to the accounts payable function; and coordinating the operations and recordkeeping for the Federal school lunch program.

You will organize, prioritize, and execute critical issues and information for the Director of Finance and will frequently check in and share details regarding the day-to-day operations, always proactively raising issues or concerns. You will lead systems, interact with internal and external stakeholders and support the fiscal management of the organization.

Additionally, as Accounting Coordinator you will be responsible for generating monthly statements related to CWSP and student tuition and support the completion of financial reports to the various department directors, Office of the President and Board of Directors.

Purpose: A member of the Cristo Rey Jesuit faculty seeks ways to teach and model being men. and women for others. He/she interacts in a positive and caring way with students by offering academic and personal guidance and takes an active position in celebrating and upholding the Catholic and Jesuit identity of Cristo Rey Jesuit.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Corporate Work Study Revenue:

- Maintain partner records for Corporate Work-Study Program (CWSP); work closely with CWSP team to prepare invoices and statements in accordance with partner contract terms.
- Post CWSP receipts to partner accounts; deposit CWSP receipts to bank.
- Reconcile accounts monthly and coordinate collections with CWSP team as needed.
- Prepare and post monthly CWSP deferred revenue entry

Tuition:

- Maintain student tuition records; prepare monthly invoices and statements to families.
- Post tuition receipts to customer accounts; deposit tuition receipts to bank.
- Communicate with families to collect past due accounts; identify those who may need additional financial aid; work with families to develop payment plans during times of hardship.
- During admissions season, meet with applicants to assist in completion of financial aid



applications; assist with review of applicants' financial documents.

Donations and Other Receipts:

- Determine appropriate accounting for donations in compliance with nonprofit accounting guidelines.
- Post receipts from donors and student activities to appropriate general ledger accounts; deposit receipts to bank.

Accounts Payable:

- Review and verify requests for payment, ensuring proper account coding and approvals.
- Maintain purchase order records.
- Enter bills into accounting system in preparation for weekly check run.
- After check run, prepare checks for mailing.
- Answer vendor inquiries and maintain vendor records in QuickBooks.
- Allocate monthly credit card statements.

School Nutrition Program:

- Maintain application and qualification records for the federal school lunch program.
- Prepare and maintain analysis of lunch order quantities for best cost control.
- Serve as primary contact for annual audit of school lunch program.
- Promote lunch program to families; serve as primary contact for students and families

Financial Preparation and Reporting:

- Assist Accounting manager with the preparation and reconciliation of various cash and general ledger accounts.
- Assist in the preparation of monthly vs actual financial statements for various departments.
- Assist with the preparation of financial statements for board presentation.
- Participate in finance group meetings and planning of accounting activities.

Education and/or Experience: Pursuing a certificate or degree in Accounting or Accounting related fields from a college or university; 1-2 years relevant experience.

Key Competencies:

- Strategic thinker with high attention to detail and organization
- Excellent verbal and written communication skills and keen sense of coordination and scheduling



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- Ability to build and maintain relationships with internal and external stakeholders
- Knowledge of basic accounting activities
- Ability to work independently as well as part of a team in a fast-paced environment
- Strong problem-solving and negotiation skills
- Time management, analytical and organizational skills
- Ability to prioritize and manage multiple tasks
- Use high levels of diplomacy and tact and ensure discretion and confidentiality when required
- Demonstrate a responsiveness to time-sensitive requests and competence in strategic planning, resource allocation; and leadership techniques
- Communicate the vision of the Cristo Rey Jesuit and the Corporate Work Study Program across all levels and to a varied audience

Computer Skills:

Knowledge of QuickBooks and Microsoft products, including Excel and Word, is strongly preferred.

Certificates, Licenses, Registrations:

- Valid driver's license and reliable transportation

Other Qualifications:

- Experience working with high school students in an urban or Catholic school setting.
- For-profit business backgrounds in customer service, accounting human resources a plus.
- Must possess outstanding interpersonal skills with the ability to communicate effectively with persons from diverse socio-economic backgrounds.
- Spanish desirable, but not required.

Compensation: Competitive salary, benefits, and paid vacation.

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff, corporate partners, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 30 lbs.

How to Apply

Please submit the cover resume to ccloud@crstoreyjeuit.org

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Jesuit Corporate Work Study Program, Inc. are equal opportunity employers.