JOB NAME: Part Time Sr. Accountant
TERMS OF EMPLOYMENT: 12 months/ Part Time
REPORTS TO: Chief Financial Officer

ABOUT NOTRE DAME CRISTO REY HIGH SCHOOL (NDCR) www.ndcrhs.org:

Established in Lawrence, MA in 2004, NDCR is a private, Catholic, college preparatory high school currently based in Methuen, Massachusetts serving 290 economically disadvantaged youth. NDCR is part of the Cristo Rey Network, a growing association of 37 schools across the United States whose education model is built around the Corporate Work Study Program (CWSP), a unique and highly successful partnership with the business community. Through the CWSP, each of our students work five full days per month during the academic year at one of 75 companies throughout the Merrimack Valley, I-93/128N/495 corridors, and southern New Hampshire.

OUR MISSION AND VISION:

In the tradition of the Sisters of Notre Dame de Namur, Notre Dame Cristo Rey High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income. NDCR is known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

OUR CORE VALUES:

Goodness of God · Education for Life · Integrity · Respect · Family · Community

SR. Accountant – Non-Profit High School

The Sr. Accountant supports the financial operations of our private, non-profit high school, overseeing accounts payable and receivable, banking and reconciliations, and annual audit preparation. This role works closely with, external vendors to ensure accurate, timely, and compliant processing across finance. The ideal candidate has strong accounting in a non-profit or educational setting, with advanced Excel skills and proficiency in QuickBooks, as well as excellent organizational abilities, attention to detail, and clear communication with staff, vendors, and auditors.

K**ey responsibilities include:**

- Managing vendor invoices and check runs,

- Preparing sponsor and transportation billing,
- Reconciling bank and credit card activity
- Entering biweekly payroll with related reporting and journal entries in QuickBooks.
- Maintains fixed asset and depreciation schedules,
- Supports month-end close and year-end audit,

General Requirements:

- Bachelor's degree in accounting or the equivalent combination of work and experience required.
- Advanced Accounting knowledge.
- Advanced knowledge of QuickBooks Enterprise/Online or other General Ledger software.
- Intermediate Microsoft Excel skills with ability to create complex spreadsheets using formulas, including v-lookup, and pivot tables.
- Articulate with ability to express oneself clearly and professionally in written and oral communication.
- Adaptable with ability to switch tasks based on shifting priorities.
- Analytical with ability to draw conclusions from data, systematic and rational.

Application Process:

If you would like to be considered for the Senior Staff Accountant position at Notre Dame Cristo Rey High School, please submit one PDF document containing the following information via email to our Human Resources Department at hr@ndcrhs.org.

1. Cover letter
2. Professional resume
3. List of 3 professional references (including email and telephone contact information for each reference)

Applications are accepted on an ongoing basis and will be reviewed in the order in which they are received. You will be contacted if you are selected to participate in the interview process.

No recruiters please.