



**NATIVITY JESUIT**  
ACADEMY

**Open Position:** Accounting Clerk

**Position Type:** Part-Time

- 20 hours per week

**Start Date:** July 1, 2021

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

**Position Summary:**

The Accounting Clerk is an integral member of the administrative staff at Nativity Jesuit Academy. The role helps support the Finance Office in a number of ways including: bookkeeping, vendor relations, recording and mailing checks, assisting with the annual financial audit and performing other office needs. The position reports to the Director of Finance.

**Finance Office: Accounting and Human Resources Responsibilities:**

- Invoicing (tuition, student fees.)
- Processing accounts payable
- Recording, printing and mailing of checks
- Collecting and organizing monthly credit card receipts
- Record business transactions and key daily worksheets to the general ledger system
- Assist with annual financial audit
- Assist with processing payroll
- Assist with collection of outstanding personnel file items
- Other duties as assigned by the Director of Finance

**Position Requirements/Qualifications/Characteristics:**

- Required
  - Excellent verbal and written communication skills
  - Proficiency in Microsoft Word and Excel

- Ability to meet deadlines and achieve objectives.
- Commitment to the mission, goals and objectives of the school
- Attention to detail
- Ability to successfully manage multiple projects and tasks
- Motivated and able to work independently and as a team
- Preferred
  - Bachelor's degree in Accounting of Finance.
  - Ability to speak Spanish.
  - Experience with QuickBooks Online

**How to Apply:**

- Send resume and cover letter to Jesus Torres, Director of Finance, at [torresj@nativityjesuit.org](mailto:torresj@nativityjesuit.org)