



Job Description

Job Title: Accountant

Reports To: Senior Accountant

Supervises: None

Location: Catholic Schools of Greater Kalamazoo, Kalamazoo, Michigan

Position Type: Full-Time, Non-Exempt

Job Overview:

Under the direction of the Senior Accountant, the Accountant will be responsible for managing and maintaining accurate financial records for the Catholic Schools of Greater Kalamazoo (CSGK), a Pre-K–12 school system. This includes, but is not limited to, processing payroll and bill payments, and working with families on tuition payment plans. Additional responsibilities include reconciling accounts, preparing financial reports, assisting with budget preparation, ensuring compliance with financial policies and regulations, and supporting audits. The accountant will also collaborate with school leadership to provide financial insights and maintain strong internal controls.

Qualifications:

Education & Experience:

- Associate's degree in accounting, finance, or a related field preferred.
- Minimum of two years of experience in accounting, bookkeeping, or a similar financial role, preferably in an educational or nonprofit setting.
- Knowledge of Catholic school financial operations and procedures is a plus.

Skills & Competencies:

- Strong understanding of accounting principles and financial management.
- Proficiency in Microsoft Office Suite; experience with Parish Data Systems (PDS) preferred but not required.
- Experience processing payroll, managing accounts payable and receivable, and reconciling financial accounts.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive financial data with discretion.
- Experience working with families on tuition payment plans while demonstrating professionalism, confidentiality, and empathy.

Personal Attributes:

- Practicing Catholic (preferred) who supports and upholds the teachings of the Catholic Church.
- Creative, proactive, and self-motivated with a collaborative spirit.

- Ability to engage with stakeholders, including school leadership, Board Members, volunteers, parish communities, and prospective families.
- Proficiency in Spanish (preferred but not required).

Physical Requirements & Work Environment:

Semi climate-controlled office setting with moderate noise levels. Ability to lift 20 pounds.

Key Responsibilities:

Financial Record-Keeping: Maintain accurate financial records for the schools, ensuring compliance with accounting standards and best practices.

Vendor Management: Process and manage vendor payments in a timely and accurate manner.

Account Reconciliation: Reconcile assigned general ledger accounts and assist in the preparation of monthly financial reports.

Payroll Processing: Accurately process payroll for school employees, ensuring timely and compliant payments.

Tuition & Fee Billing: Manage the billing and collection of tuition and fees, working closely with families as needed.

Cash Handling Support: Assist the high school athletic director and student activity advisors with cash register setup and start-up funds.

Confidentiality & Compliance: Handle sensitive financial information with discretion and professionalism, maintaining strict confidentiality.

Budget Assistance: Support the preparation of the system’s annual budget by providing financial data and insights.

Advancement Tracking: Track and report on advancement activities, including donations and fundraising efforts.

Financial Reviews & Audits: Assist in financial reviews and audits to ensure accuracy and compliance with regulations.

Financial Collaboration: Work closely with the Finance Manager to support the financial health and sustainability of the system.

Tuition Payment Support: Work with families on tuition payment plans and tuition assistance, ensuring confidentiality, discretion, and professionalism in all interactions.

This position offers an exciting opportunity to make a meaningful impact on Catholic education in the Greater Kalamazoo area.

Salary & Benefits: Competitive salary based on experience. Health, dental, vision, and life insurance. Paid time off and holidays. A faith-based, supportive community.

About Us: The Catholic Schools of Greater Kalamazoo school system is a vibrant community consisting of one high school, Hackett Catholic Prep, and two elementary/middle schools, St. Augustine Cathedral School and St. Monica Catholic School. We are committed to providing a quality Catholic education that nurtures the spiritual, academic, and social development of each student. Our schools are places where students can grow in their faith and knowledge, supported by dedicated educators and a caring community.

To Apply: Please submit your resume, cover letter, and references to apply@csgk.org. In your cover letter, please highlight your experience in finance and explain how your skills align with the mission of our school.

The Catholic Schools of Greater Kalamazoo is an equal opportunity employer, committed to fostering an inclusive and diverse work environment. Individuals of all backgrounds can contribute to our mission of Catholic education.