



**Job Opening:** School Accountant

**Vision Statement:** CKS students will live the Catholic faith in a global society.

**Mission Statement:** Christ the King School develops Character, Knowledge, and Spirit in its students and community by *living the Catholic faith* through sharing the sacraments, promoting academic excellence, and engaging in service.

**Information about CKS:**

- The Cathedral school of the Diocese of Lexington is the largest elementary school in the diocese.
- Founded in 1951, and was staffed by the Sisters of Divine Providence until 1985.
- School: 500 plus students in grades PK1 through 8 and 95% of students are Catholic.
- Fr. John Stowe, OFM Conv., is the Bishop of the Diocese of Lexington.
- Fr. John Moriarty is the Rector of Christ the King
- Mrs. Ann Tramontin Bruggeman is the Principal of Christ the King School.

**Function:**

- The School Accountant is to work collaboratively with the Christ the King Parish Business Manager and school Principal to account for and record the business affairs of Christ the King School in an effort to provide the best educational service with the financial resources available.

**Educational Requirements:**

- Degree in Accounting, Business, and/or Finance
- Four or more years of experience managing business affairs and direct experience in closing the books of a company or non-profit business.

**Skills, Knowledge & Abilities:**

- Oral and written communication skills
- Analytical skills
- Strong customer relations skills
- Proficient in Quickbooks, Excel, Microsoft Office, and other software as applicable; other technology applications
- Detailed data entry, book keeping, and filing skills
- Strong understanding of closing monthly books
- Organizational and record-keeping
- Flexibility to work on multiple projects simultaneously

**Personal Characteristics:**

- Collaborative, optimistic spirit in order to successfully work with all stakeholders.
- Demonstrates ease in dealing with people, problems, and crises.
- Superior interpersonal skills, administrative ability, and leadership capacities.
- Ability to maintain confidentiality and respect for both families and school.
- Demonstrates self-confidence and a positive attitude at all times.
- Superior organizational skills and attention to detail.

## **Major Duties & Responsibilities:**

### ***Budget Development:***

- Assists Principal and other stakeholders in developing and monitoring annual budget and fundraising endeavors

### ***Financial Resource Management:***

- Maintains accounts payable and receivable; performs monthly bank reconciliation; makes bank deposits; prepares and closes monthly financial statements.
- Works with principal to set financial aid budget and to notify families who were awarded money.
- Acts as the liaison to the Charitable Gaming Commission; oversees gaming licensing and compliance; and prepares quarterly reports.
- Oversees and reconciles payment platforms (Square, Stripe, Bidpal, etc.) used for the school fundraising and gaming.
- Maintains classroom and department budgets, and updates teachers/staff members on their budget status.

### ***Personnel Management:***

- Acts as the human resource liaison between the Diocese and the School in regards to onboarding new employees and aiding the principal in overseeing long-term leave of school employees.
- Is responsible for semi-monthly payroll processing.

### ***Data Base Management:***

- Maintains detailed entries in Quickbooks
- Oversees onboarding new families, reenrollment for returning families on a yearly basis. Keeps all family accounts up to date, including charges and payments, tuition, tuition discounts, financial aid credits, aftercare, lunch charges, extended day, etc. Is responsible for collecting outstanding receivables.

### ***Public Relations:***

- Collaborates, assists and works with Diocese, Principal, School Council, Parish Business Manager, and PTO regarding financial matters concerning the school.
- Attends Monthly Parish Finance Council meetings and presents monthly financial statements.
- Attends School Council meetings and presents monthly financial statements.
- Attends monthly PTO meetings and oversees the PTO budget with the PTO Treasurer.
- Works with the Admissions Team and families on enrollment issues related to online platforms.

- Assists the Principal and Advancement Team on optimizing fundraising activities and events.
- Attends Diocesan Business Management Meetings three times per year.

***Other:***

- Serve as an advocate for the school.
- Any other duties assigned by the principal

**Interested applicants can send a cover letter and resume to:**

Ann Bruggeman at [abbruggeman@ckslex.org](mailto:abbruggeman@ckslex.org)

or

Ann Bruggeman – Principal

Christ the King School

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