



Job Opening: School & Parish Accountant

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.

Function:

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

Educational Requirements:

- Degree in Accounting, Business, and/or Finance preferred. 3-5 years of accounting experience may substitute.

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.
- Superior organizational skills and attention to detail.

Reports to: Parish Finance Manager and School Principal

Position available: January 3, 2023

Salary: \$45,000-55,000

Interested applicants can send a cover letter and resume to:

employment@ckslex.org or Ann Bruggeman-Principal
Christ the King School
412 Cochran Road
Lexington, KY 40502