**Business Office Associate**

Full-Time | Cristo Rey St. Martin College Prep – Waukegan, IL

# About Us

Cristo Rey St. Martin College Prep is a mission-driven high school committed to preparing students from underrepresented backgrounds for college, career, and life success. As part of the Cristo Rey Network, we combine rigorous academics with real-world work experience through our Corporate Work Study Program (CWSP).

We are seeking a detail-oriented and collaborative Accounting Associate to join our Business Office team. This role blends accounting, student account management, and HR administrative support, with a particular focus on ensuring compliance with Archdiocese of Chicago requirements.

# Position Overview

The Accounting Associate will support the daily operations of the Business Office, including accounts payable, accounts receivable, student account management, and financial reporting. In addition, this position will provide administrative support for human resources, including onboarding and maintaining compliance with Archdiocesan requirements for school employees.

# Key Responsibilities

## Accounting & Finance

- Process accounts payable, invoices, and vendor payments in QuickBooks Online.
- Reconcile accounts, process credit card statements, and ensure vendor accounts remain current.
- Monitor accounts receivable, track aging reports, and manage tuition collections.
- Record recurring transactions, process deposits, and maintain accurate student and family accounts.
- Support the Director of Finance with reporting, audits, and data analysis.

## Student Accounts

- Collect and organize family financial documents (e.g., 1040s, W2s) for tuition determination.
- Prepare tuition contracts and maintain payment schedules.
- Follow up with families regarding outstanding balances in a respectful, service-oriented manner.

## HR & Archdiocese Compliance

- Support onboarding of new employees, including required paperwork, benefits enrollment, and compliance clearances.
- Monitor and track employee compliance with Archdiocese of Chicago requirements, including Virtus training, fingerprinting, Mandated Reporter Training, and background checks.
- Maintain accurate and confidential employee records in accordance with school and Archdiocesan policy.
- Serve as liaison with Archdiocese compliance officers to resolve outstanding issues.

# Additional Responsibilities

- Manage school extracurricular spending and club activity budgets, ensuring alignment with financial goals.
- Oversee and track scholarships while collaborating with the counseling department.
- Perform monthly credit card reconciliations for all director-level accounts.
- Assist with filing and updating onboarding employee documentation as needed.
- Maintain and gather documentation for internal and external audits.
- Organize and maintain digital and physical financial documents.
- Ensure transactions follow internal policies and external regulations.

# Qualifications

- Bachelor’s degree in Accounting, Finance, Business, or related field.
- Minimum 1 year of accounting, bookkeeping, or related administrative experience.
- Strong analytical and organizational skills with high attention to detail
- Bilingual in English and Spanish Required
- Proficiency with Microsoft Office, Google Workspace, and QuickBooks Online (or similar systems)
- Ability to work independently, maintain confidentiality, and manage multiple priorities.

# Compensation & Benefits

Cristo Rey St. Martin offers a competitive salary commensurate with experience and a comprehensive benefits package, including health, dental, vision, life, and retirement plan options.

# How to Apply

Interested candidates should send a resume and cover letter to vfajardo@cristoreystmartin.org with the subject line Accounting Associate – Application.