

Accounting Associate

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [*Goals and Criteria*](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

The accounting clerk reports to the Director of Finance & Operations, and works closely with all Business Office Staff. This position will also interact with administrators, staff, faculty, parents, and alumnae and handle a variety of roles with professional judgment, discretion, diplomacy, confidentiality, and good humor.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the Goals and Criteria of Sacred Heart network schools as articulated in the school mission
- Verify vendor accounts, pay vendors, and resolve purchase orders, invoice or payment discrepancies
- Process outgoing payments in compliance with financial policies and procedures
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Process W-9, sales tax exemption for the vendors
- Perform credit card reconciliation for all credit card holders and manage credit card compliance issues
- Handle cash and cash related transactions, issue receipts, record and, balance cash fund
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data

Essential Duties and Responsibilities (continued):

- Participate in reflective, self-directed, on-going professional development
- Participate in staff meetings, retreats, and special events as needed
- A commitment to social justice, inclusion, and diversity (SJID), as outlined in the Goals and Criteria
- Willingness and ability to work 12 months

Qualifications:

- Bachelor's degree in accounting, or a related field
- Solid understanding of basic accounting principles and procedures
- Proficient knowledge of office and accounting software such as, but not limited to, Microsoft Word and Excel, Veracross, etc.
- Intercultural competency with a deep respect social justice, inclusion, and diversity as articulated in the Sacred Heart *Goals & Criteria*
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Analytical skills a plus
- Strong organizational and communication skills, both verbal and written
- Team player and the ability to represent the institution well to a variety of constituencies (parents, and community)
- Ability to work independently and follow directions

Interested candidates should submit an employment application, cover letter, and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>