



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY of SCHOOLS

Job Title: Staff Accountant
Department: Administration
Appointment: Full-Time
Contract Period: 12 month
Reports to: CFO

Job Summary:

St. Agnes Academy-St. Dominic School is seeking a Staff Accountant to support the daily operations of the Business Office for our PK2-12th grade Catholic, independent school. The Staff Accountant will focus primarily on general ledger maintenance, journal entries, account reconciliations, and month-end financial reporting. The ideal candidate is detail-oriented, organized, confidential, self-motivated, and able to work independently. This individual should also possess strong communication and interpersonal skills and be able to positively engage and collaborate with faculty, staff, and vendors.

Essential Duties and Responsibilities:

- Prepare and post monthly journal entries and standard accruals.
- Perform bank and general ledger account reconciliations.
- Assist with monthly and year-end financial close.
- Reconcile and maintain sub-ledgers, including:
 - Accounts Receivable
 - Accounts Payable
 - Fixed Assets
 - Payroll and Benefits
- Assist with budget tracking and variance analysis.
- Help manage the annual audit process, including providing schedules and documentation.
- Assist with internal controls and documentation of processes.
- Make bank deposits and maintain deposit logs.
- Provide support for tuition and fees processing through the school's tuition management system.
- Serve as a resource for staff regarding expense coding, policies, and reporting.
- Perform other related duties as assigned.

The Ideal Candidate will possess the following qualities:

- Bachelor's degree in Accounting, Finance, or related field.
- Two to three years of accounting experience, preferably in a nonprofit or school setting.
- Strong knowledge of accounting principles (GAAP).

- Experience with QuickBooks or other accounting software; and FACTS is a plus.
- Highly organized and detail oriented.
- Proficient in Microsoft Office, especially Excel.
- Ability to work independently and handle confidential information with discretion.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills.
- An appreciation of and commitment to single gender education, diversity, and serving the needs of a diverse population.

The ideal candidate is energetic, people oriented, and excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community. Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy – St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit – in a supportive faith filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.