

JOB POSTING POSITION : ACCOUNTANT

Brothers of the Christian Schools District of Eastern North America, Inc., a non-profit Religious Institute within the Roman Catholic Church, located in Eatontown, New Jersey, seeks an experienced full-time Accountant. This position works closely with the Director of Finance and part-time bookkeeper and is responsible for all accounting functions across a number of entities.

Compensation is based upon experience and includes a standard array of benefits.

Anticipated hire date is on or about June 8, 2026.

If interested, please see attached detailed job description.

Applicants for this position should provide a resume with cover letter explaining one's interest and suitability in the position, along with salary expectations.

Please send requested documents to:

Brother Timothy Froehlich, FSC
Director of Finance
Brothers of the Christian Schools
444-A Route 35 South
Eatontown, NJ 07724

Or, via email to:

froehlich@fscdena.org

Accountant

Status: exempt (12-month)

Office: Finance & Administration

Accountability: Director of Finance

Annual Performance Evaluation

Overview:

- Under the direction of the Director of Finance, the Accountant prepares financial reports, including interim and final financial statements with supporting schedules, for the guidance of District leadership. The Accountant is responsible for all accounting practices, banking relationships, domestic and international bank transfers, the maintenance of financial records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, and budgetary controls.

This full-time position is flexible for start/stop times. In-office presence is expected for this 40-hour position.

Qualifications - Required:

- Bachelor's degree in Accounting with at least 3 years of experience.
- Comfort and extensive experience with Microsoft Office software, especially Excel.
- Nonprofit and faith-based organizational experience that includes general ledger, accounts receivable, accounts payable, payroll, income collections, and financial and investment reporting.

Qualifications - Desired:

- Experience with CYMA accounting software.

Responsibilities & Duties:

- Review and sign all accounts payable checks.
- Review and process portfolio transactions as may be required; prepare market valuation changes for investments.
- Responsible for electronic banking transactions and monitoring.
- Prepares quarterly budget-to-actual reports for District Leadership, when requested.
- Assists in preparation of presentation materials/packages for various committee meetings containing financial statements.
- Oversee the payroll process and review payroll records for accuracy. Be able to perform payroll duties in absence of the bookkeeper.
- Works closely with part-time bookkeeper; assists/performs bank reconciliations for all District corporations/trusts.
- Interact with agents/vendors including, but not limited to, in the following areas: investment advisors, risk and medical insurance, payroll services and accounting software.
- Maintains accounting records for various corporate entities and trusts of the District.
- Responsible for investment portfolio accounting involving all classes of assets (stocks, bonds and alternatives).
- Prepares for reviews/audit schedules, coordinates with outside auditors.
- Assist in compiling and preparing the annual budget.
- Maintains and annually updates financial forecast model.
- Assist with special projects as needed.
- Other duties as requested within the reasonable scope and expertise of this office.

Necessary Job Skills:

- Discretion.
- Collaborative management skills.
- Multi-tasking
- Self-motivated
- Comprehensive knowledge of accounting functions

Benefit Package:

Salary Range (*dependent upon level of skill & experience*): \$70K - \$90K

Benefits: Health Insurance (contributory)
 Life Insurance
 Pension Benefits
 PTO (vacation & personal days)
 Long-Term Disability

