**Job Title:** Finance/HR Associate

**Start Date:** Immediate Hire

**ABOUT CRISTO REY NEW YORK HIGH SCHOOL**

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

* CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis.*
* CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
* CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students’ families and the outside community.
* CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

**POSITION SUMMARY**

Join a mission-driven, talented, and dedicated team which values its community of learners. **The Finance/HR Associate position** is a vital part of the school community. Reporting to the Chief Financial Officer, the Finance/HR Associate will be responsible for daily finance and HR/payroll related accounting activities at Cristo Rey New York High School such a processing semi-monthly payroll, invoicing, accounts receivable, general ledger entries, reconciling bank and credit card statements, new hire onboarding, and reporting. In conjunction with the Chief Financial Officer, contribute to the Finance Department achieving all required accounting and government standards and Cristo Rey’s objectives and mission.

**POSITION RESPONSIBILITIES**

* Support the CFO in month-end and year-end closing activities.
* Reconcile monthly bank statements and credit card statements.
* Assist with the preparation of audit schedules and support external auditors.
* Collaborate with cross-functional teams to ensure accurate financial reporting.
* Assist in preparation of annual budget.
* Process semi-monthly payroll.
* Prepare and maintain HR onboarding materials for new staff.
* Assist with new hire orientation functions including verification of complete and accurate new hire documentation, creation of employee files and HRIS database input.
* Assist with the processing of benefit enrollments, changes, and terminations.
* Working with outside benefits administration personnel, monitor and prepare required notices and communications to participants in the school’s 403b retirement plan.
* Assist in annual benefits plan reviews, as well as annual “Open Enrollment” process with employees.
* Responsible for maintenance, filing , and auditing of HR and Finance files. Maintain school’s record retention schedules and ensure proper security measures are followed for storing finance and HR records.
* Perform other duties as assigned.

**POSITION QUALIFICATIONS**

**Education/Experience:**

* Bachelor’s degree in accounting, business, finance, human resources, or related field
* Three years of accounting, payroll or support services experience preferred.

**Required Skills and Abilities:**

* Competency in QuickBooks and Microsoft Office Suite or related software
* Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
* Attention to detail, problem solving and good time management skills.
* Excellent written and verbal communication skills.
* Ability to contribute positively as part of a team.
* COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

**COMPENSATION**

Salary Range: $60,000 – $75,000

New hires are typically brought into the organization at a salary closer to the start of the range depending on education, qualifications, years of experience, internal equity, and the budgeted amount for the role.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage, and a retirement plan with a matching contribution.

**HOW TO APPLY**

Please send a cover letter, resume, and list of 3 professional references by email to Patricia Page at [employment@cristoreyny.org](mailto:employment@cristoreyny.org).

Applications will be considered until the position is filled.

**For more information about Cristo Rey New York High School, visit** [www.cristoreyny.org](http://www.cristoreyny.org)

*This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.*

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.