



Join our JP II Cardinal Family *Assistant Controller*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: October 4, 2024

Posting Close Date: Until Filled

Position Start Date: Immediately

Location: John Paul II High School, Plano, Texas

Position Requirements

- CPA preferred.
- Bachelor's degree in Accounting or Finance.
- Strong understanding of financial reporting, internal controls and GAAP.
- Being a member of the Catholic faith is preferred.
- Be able to work independently and collaboratively within a team.
- Be self-directed by being a self-starter who is able to identify areas of improvement that are needed to continue to improve processes, especially where technology can save time.
- Be able to both take and share authority as well as the ability to both lead and follow.
- Demonstrated experience in coordinating numerous groups toward common objectives.
- Ability to work with all levels of employees to problem-solve, improve processes, and implement best practices.
- Excellent communication skills, both written and verbal.
- Strong organizational skills – managing multiple tasks with attention to detail and accuracy.

Essential Duties and Responsibilities of the Position

Accounting Role

- Oversee the operations of the accounting department with the support of our JP II Controller.
- Direct and perform financial accounting functions to ensure timely and accurate reporting of financial information including all standard financial statements.
- Assume shared responsibility for the accuracy of financial reporting as well as payroll, accounts payable and receivable, accounting for contributions revenue, and fixed assets accounting.
- Coordinate the preparation for and the completion of the annual audit
- Maintain a documented system of accounting policies and procedures
- Develop and monitor processes and procedures to ensure internal financial controls are in place to safeguard the organization's assets.
- Develop and report financial and operating metrics to assess effectiveness of operations.

- Oversee compliance with local, state, and federal government reporting requirements and tax filings.
- Ensure integrity of the accounting software systems is maintained.
- Ensure that distributions from our Endowment Fund are consistent with our internal policy.

Financial Analyses & Financial Planning

- Provide financial analyses as needed for reporting and planning purposes.
- Support the annual budget process working with the CFO and Controller for overall guidance.
- Improve budgeting and accounting processes and systems so they are more efficient and promote accuracy.

Leadership

- Work with the accounting staff to oversee the accounting operations, especially the operating controls and system, transaction-processing, operations, and policies and procedures, to ensure consistency throughout the organization.
- Participate in the management of accounting personnel.
- Assist and support faculty and others across the organization so they understand the processes and controls in place to mitigate financial risk.

Special Requirements

The Assistant Controller is a mission-driven follower of Jesus Christ:

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Application Procedures: Complete the Diocesan [application](#).

Letter of interest and current resume, including significant accomplishments, to:

Mr. Mark Crawford
Human Resources Manager
markcrawford@johnpaulihs.org

Salary: Commensurate with experience.

Benefits:

- 100% Premium-paid employee coverage for Medical, Dental*.
- Employer-paid Life Insurance, up to \$50,000.
- Paid Maternity/Paternity/Adoption Leave*.
- Vision, Long-term Disability, purchase of supplemental Life Insurance for employee and dependents*.
- Medical & Dependent Care Flexible Spending Accounts.
- Generous Retirement Savings Plan 403(b)*.
- Generous Paid Time Off.
- Tuition Discounts available after 2 years of employment.

**some restrictions apply*

Interviews conducted as needed.