



300 S. George Street, Charles Town, WV 25414

Full-time Financial Manager, CPA

Company Overview

The mission of Catholic International University is to communicate the mind and heart of the Church in support of the New Evangelization. In pursuit of Truth, the university educates learners globally through personal and relational online programs in Catholic theology and faith development, liberal arts, science, and technology, to foster faith, leadership, and service for the Church and the world.

For 40 years, Catholic International has educated thousands of students worldwide through high-quality programs steeped in the Catholic intellectual tradition that not only prepare them for professional success but also nurture a love for Jesus Christ. Catholic International fosters a strong, vibrant global learning community. Our faculty and staff are strongly committed to the mission of Catholic International and to a Christ-centered team spirit.

Job Summary

We are seeking a mission-driven and detail-oriented Certified Public Accountant (CPA) to join our team as a Finance Manager. The ideal candidate should have minimum 3-5 years' experience in an accounting firm, can manage accounting, financial reporting and tax reporting with confidence. The candidate will have the opportunity to help build a strong finance team at the University with excellent career growth prospect.

Key Responsibilities

- Compilations of financial statements in accordance with GAAP (Generally Accepted Accounting Principles).
- Reconcile account balances, maintain a general ledger, and perform month-end and year-end close procedures.
- Prepare cash flow projections and other financial reports and analyses.
- Participate in budgeting process and prepare budget reports.
- Assist with the development, implementation, and documentation of internal controls and accounting processes to ensure regulatory compliance.
- Assist with annual audit and other compliance reporting
- Assist the Chief Financial Officer with accounting, internal control and tax related matters.
- Other responsibilities as assigned.

Desired Qualifications:

- **Required:** Active Certified Public Accountant (CPA) license.
- **Education:** Bachelor's degree in Accounting, Finance, or a related field (150 credit hours completed as per state requirements for licensure is typical).

- **Experience:** Minimum of 3-5 years of accounting experience, preferably within a public accounting firm.
- **Technical Skills:**
 - Proficiency in accounting software packages (e.g., QuickBooks Desktop/Online).
 - Experience with tax preparation software.
 - Advanced Excel skills.
- **Soft Skills:**
 - Excellent analytical, problem-solving, and critical thinking skills.
 - Strong written and verbal communication skills, with the ability to explain complex financial information clearly.
 - High ethical standards and professionalism.
 - Exceptional attention to detail and organizational skills.
 - Ability to work both independently and collaboratively as part of a team.

Tentative start date: Immediate Opening

Salary commensurate with experience. Qualified candidates should send a resume and a cover letter including a statement of alignment with the university mission and salary requirements to Amy Shouse at ashouse@catholiciu.edu.

Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law. All Employees, regardless of religion, agree to maintain and strengthen the Catholic mission of the University.