



## The Dominican House of Studies

*Founded in 1905 • A Pontifical Faculty since 1941*

### **Role:** Treasurer

The primary role for this position will be to maintain and oversee all financials of the Pontifical Faculty at the Dominican House of Studies. The Treasurer will report to and work closely with the President.

Specific responsibilities for this position include, but are not limited to: accounts payable, accounts receivables, developing strategies to lower costs, monthly reports, communication with all departments in house, advisory Finance Committee, Board of Trustees, and Board of Overseers.

- Strong interpersonal, organizational, and strategic planning skills
- Process and maintain all accounts receivable and accounts payable
- Reconcile bank accounts
- Reconcile investment accounts
- Maintain financial records
- Maintain and process all employee tax related data
- Respond and process all Federal and District of Columbia tax requests and inquiries
- Prepare monthly, quarterly, and annual reports
- Prepare budget in collaboration with the President, the Dean, and the Director of the Thomistic Institute
- Keep pulse on actuals and compare to budget
- Prepare various invoices for payment and schedule reminders
- Collaborate with Chief of Staff, Director of Development, Registrar, and Dean for various accreditation reports
- Provide requested reports/samples to auditors and ensure that all inquiries have been resolved

### Required qualifications:

- Undergraduate degree in finance or related field.
- At least three years' experience working in finance or related field.
- Proficiency with *Sage Intacct*.
- Knowledge of *Bill.com* and *Expensify*

The PFIC is an ecclesiastical faculty of the Holy See and an apostolate of the Dominican Friars of the Province of St. Joseph. In this position, the candidate will be called to represent the school and the Dominican friars in public. The candidate will be called to bear witness to the Catholic faith. A requirement of this position is that its holder be a practicing Catholic in good standing who assents to and professes the Catholic faith in its entirety as presented in the *Catechism of the Catholic Church*.

The role is a full-time position with a 40 hour per week expectation. Initiatives and events will require working additional time. While collaboration is a key part of the job, the ability to take ownership of initiatives is essential. This is a salaried position with health benefits and a 403b contribution included. Salary is based on experience, skill level, and enthusiasm for the role.

A hybrid working model will be considered but applicant must be within commuting distance of the District of Columbia.

Inquiries and résumés can be sent to [hiring@dhs.edu](mailto: hiring@dhs.edu)