



INSTITUTE FOR CATHOLIC LIBERAL EDUCATION

Finance Associate

Institute for Catholic Liberal Education

Remote Position

Full-time, Exempt (40 hours/week)

Salary commensurate with experience

Health and retirement benefits available

Organization Description

The Institute for Catholic Liberal Education (ICLE) inspires and equips Catholic educators to renew today's Catholic schools by drawing on the Church's tradition of education, which frees teachers and students for the joyful pursuit of faith, wisdom, and virtue.

Position Description

The Finance Associate supports ICLE's day-to-day operations by coordinating administrative, financial, and organizational processes. This role helps ensure that internal systems run efficiently, deadlines are met, and records are accurate. The Finance Associate is a highly organized, detail-oriented, and service-minded professional who is comfortable managing multiple priorities, following established procedures, identifying opportunities for improvement, and working collaboratively across departments.

This role works closely with external parties and ICLE's leadership team and reports to the Director of Finance and Human Resources.

Primary Responsibilities

The Finance Associate is responsible for:

- Managing invoicing and billing for all contracts and programs
- Coordinating the use of Title funds with local educational agencies (LEAs)
- Preparing weekly, monthly, and quarterly financial reports
- Assisting with accounts payable and receivable tracking
- Manage expenses, vendors, and bill pay in Ramp
- Maintain audit-ready documentation
- Maintaining accurate organizational records, files, databases, and shared resources
- Helping document and maintain internal procedures and workflows
- Assisting with post-event reconciliation, documentation, and evaluation

- Assisting with special projects and organizational initiatives as needed

Desired Qualifications

Mission-Alignment

- Active and practicing Catholic who supports the full teachings of the Catholic Church, specifically regarding matters related to faith and morals
- Must promote the stated mission of ICLE and its vision and approach to Catholic Liberal Arts education

General Skills

- Excellent written and oral communication skills
- Excellent, proven organizational and project management skills, including the capacity to coordinate tasks amongst various team members and coordinate multiple projects at a time
- Excellent capacity to work independently and autonomously, particularly in a remote environment
- Empathetic and people-oriented -- must be able to form and cultivate relationships with a wide range of staff, faculty, educators, and administrators
- Ability to work collaboratively amongst multiple team members and respond quickly to shifting priorities
- Proactive professional who sees what needs to be done and works within team environment to accomplish it
- Sound judgment, discretion, and ability to handle confidential information

Technical Skills

- Capacity and willingness to quickly learn new technology platforms (e.g., Stellar, WordPress, MailChimp), with training from ICLE team members
- Proficiency in working with Quickbooks, third party payment processors, expense systems like Ramp, Microsoft Excel, and/or Google Sheets

Other

- Ability and willingness to travel when necessary (2-3 times per year)
- Bachelor's Degree required
- 3-5 years of bookkeeping or accounts payable/receivable experience, preferably for a non-profit organization