

Job Posting Form

Date Posted: January 4, 2019

Send resume to: Fr. Bryan Zielenieski
Fr.Bryan@olcp.org
65 Ridgewood Rd.
Buffalo NY 14220

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Business Manager

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: South Buffalo Catholic School at Notre Dame Academy Dept. _____

Location Address: 260 Okell St., Buffalo, NY 14220

Employer website: www.notredamebuffalo.org

Brief Job Description

The Business Manager for South Buffalo Catholic at Notre Dame is a part – time, 12 month position. This position is responsible for the day to day accounting operations of the school, including preparing and posting monthly journal entries, generating monthly budget reports and preparing various other reporting.

Qualifications: Required Education/Experience

- Education: Minimum: Bachelor's degree in accounting from an accredited college or university required.
- Experience: Five years in accounting with at least five to seven years of progressively responsible experience in accounting and three years in a supervisory role. Requires knowledge and training in a full range of accounting /financial matters, general business management and understanding not-for-profit issues.

Desired Skills

- Computer skills utilizing Microsoft office suite, email, accounting programs, experience with PDS ledger is a plus but not necessary. Ability to work as a team member, with good organizational skills.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **Until Filled**