



**OUR LADY OF BLACK ROCK SCHOOL**

**Date Posted:** August 29, 2019

**Title of OPEN Position:** School Business Manager

**Type of Employment:** Part Time beginning Sept. 2019

**Salary:** Commensurate upon experience/education

**Employer Name:** Our Lady of Black Rock School, Buffalo

**Employer Contact Name and Title:** Martha Eadie, Principal

**Employer Website:** [www.OLBRSchool.org](http://www.OLBRSchool.org)

**Job Description:** Budget work, accounts payable, receivable, etc.

**Degree Requirements:** Bachelor of Science Degree in content area

**Qualifications/Skills:** Accounting, finance background & experience

**Experience Required:** Minimum 1 year preferred

**Other skills/requirements:** Technological literacy

**EOE**

**How to Apply:**

**E-Mail:** [eadie@olbrschool.org](mailto:eadie@olbrschool.org)

**FAX Number:** (716)447-9926

**Mail:** Martha Eadie, Principal  
Our Lady of Black Rock  
16 Peter Street  
Buffalo, NY 14207

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)