



Date Posted: July 7, 2020

Send resume to: mwebster@staloyusregional.com

MaryBeth Webster, Principal
186Franklin St.
Springville, NY 14141
Fax: 716-592-4032

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week 15

Job Title of Open Position: Full Charge Bookkeeper

Salary: Commensurate upon experience/education

Employer: St. Aloysius Regional School

Location Address: 186 Franklin St. Springville, NY 14141

Employer website: www.staloyusregional.com

Job Description

Candidate will be handle all the accounting needs of the school, including preparation of financial statements and quarterly and annual statements. Knowledge of accounting and bookkeeping software a must. Duties also include HR knowledge.

Qualifications: Degree Requirements/Experience

- Associates degree
- Experience with HR
- Experience preferred

Desired Skills

The ideal candidate will have a Certified Bookkeeper designation and an aptitude for business. Candidate must be detail oriented and have experience with financial statements and tax returns.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **July 24, 2020**

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