



Date Posted: February 4, 2019

Type of Employment: Part time, approximately 20 hours/week year round

Job Title of Open Position: Bookkeeper

Salary: Hourly, commensurate upon experience/education

Employer Name: The NativityMiguel Middle School of Buffalo

Employer Contact Name and Title: Nancy M. Langer, President

Employer Address: 21 Davidson Avenue, Buffalo, NY 14215

Employer Website: www.nativitymiguelbuffalo.org

Brief Job Description: Manage the school's payroll, pension, health insurance and bookkeeping functions including all appropriate entries in QuickBooks, i.e.: bill and journal entry, bank statement reconciliation, preparing and making deposits, preparing checks and managing purchase orders, check requests and petty cash. This is a part-time, hourly position.

Qualifications/Skills:

- Prompt and reliable
- Able to manage priorities and respond to multiple demands
- Strong computer skills. **Experience with QuickBooks required**
- Excellent care and attention to detail
- Commitment to confidentiality
- Comfortable with the school's faith based mission to break the cycle of poverty through education
- Compliance with the Safe Environment Program of the Diocese of Buffalo
- Willing and able to work at either or both campuses

EOE

How to Apply:

Send Resume to: Nancy M. Langer, President
NativityMiguel Middle School
21 Davidson Avenue
Buffalo, NY 14215

By E-mail: nlanger@nativitymiguelbuffalo.org

Applications accepted until position is filled.