



EMPLOYMENT OPPORTUNITIES

Financial Administrator

Part-time (24 hours per week) Financial Administrator position to begin immediately.

Duties include oversight and administration of all financial and accounting responsibilities; Peachtree accounting system, financial statements, bank reconciliations, monthly payroll, payroll tax returns, and budgeting. Managing all employee benefit packages and School insurance needs also included in responsibilities.

B.S. degree in accounting, knowledge of Peachtree accounting software, Excel and Word proficiency are required. Non-profit experience, knowledge of Raiser's Edge fundraising software, and POS systems are a plus.

The Baum School of Art is an equal opportunity employer.

Please email resume and cover letter to laurie@baumschool.org or fax to 610.433.3417.
No phone calls please.