



ST. EDMUND'S ACADEMY

AN INDEPENDENT SCHOOL

Part-time Staff Accountant

St. Edmund's Academy seeks a dedicated and dynamic part-time staff accountant. This position will be responsible for daily cash posting, coordination of accounts payable invoicing and check generation, assistance with journal entries, participation in the month end closing process, and assistance with the annual audit. A minimum of 2 years experience is preferred. A bachelor's degree in Accounting is required. Experience with Blackbaud's Financial Edge software is also preferred.

To apply, send a cover letter and resume to:

Diana McAllister
Director of Finance and Operations
St. Edmund's Academy
5705 Darlington Road
Pittsburgh, PA 15217

Or

dianamcallister@stedmunds.net