



MOUNT ST. MARY ACADEMY

Bookkeeper

Mount St. Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12 seeks to hire a full-time Bookkeeper, who supports the day-to-day operations of the Finance office.

Work responsibilities include payroll maintenance, tuition management, oversight of insurance and liability coverages, banking tasks, NYS reimbursement grants, and other school financial tasks.

Standard expected hours for work during the academic year are eight (8) hours per day with the ability to occasionally flex hours with evening events.

Reports to: outside finance partner (Withium); Principal

Professional Background:

- Strong Background in Finance and Accounting, advance degree preferred
- Knowledge of Accounting and Auditing standards and rules for non-profit institutions

Knowledge, skills and abilities

- Maintain strict confidentiality of information
- Confidence in entering and managing financial data
- Keen attention to detail and organization
- Experience with Quickbooks, payroll system (ADP or something similar)
- Technology savvy
- Ability to form positive relationships with many school stakeholders

Ergonomic Requirements:

- Tasks involving working on a computer involve extensive wrist and hand movement.

Twelve month staff positions receive compensation based on educational degree and professional experience are the essential metrics. The salary range for the support staff position is \$41,500 to \$50,000. This salary range is made in good faith and believed to be true at the time of posting.

Any interested candidate should submit a cover letter and resume to Katherine Spillman, kspillman@msmacademy.org by Friday, July 31, 2026.