

Diocese of Albany Catholic Schools

JOB POSTING

ACCOUNTING ASSOCIATE FOR DIOCESAN HIGH SCHOOLS

The Catholic School Office of the Roman Catholic Diocese of Albany, serving over 5,000 students in 22 schools from Prekindergarten to grade 12, is seeking candidates for the position of **Accounting Associate for Diocesan High Schools**.

The successful candidate will work with the four diocesan high schools acting as their business accountant and liaison with the Director of Financial Operations. The Accounting Associate will maintain various financial databases, manage accounts payable, and process payroll for the four diocesan high schools. A minimum of an Associate degree in accounting, knowledge of accrual accounting, analysis of financial reports, payroll concepts and procedures is required. Experience in a financial environment is preferred. **Anticipated start date September 2017.**

Send letter of interest and resume to: Joyce Tarantino, Director of Human Resources, Roman Catholic Diocese of Albany, Human Resources Office, 40 North Main Avenue, Albany, NY 12203 or by email to Diocesan.HR@rcda.org.



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