

## Senior Accountant

Archbishop Williams, a Catholic coeducational high school in Braintree, MA, seeks a full-time Senior Accountant to maintain financial records for the school in accordance with generally accepted accounting standards. This position reports to the Chief Financial Officer and the President.

### Roles & Responsibilities

- Accounts payable
- Accounts receivable
- Monthly Closings
- Payroll
- Benefits Coordinator
- Tuition Collection
- Financial Aid

### Qualifications

Knowledge of and experience with the following programs:

- Paychex
- Quickbooks
- Microsoft Office
- FACTS Tuition and Aid
- School Admin.

Prior private school accounting experience preferred with 3-5 years experience.

Interested candidates should submit a resume and cover letter to Maura Gilmartin, Assistant to the President at [mgilmartin@awhs.org](mailto:mgilmartin@awhs.org).