



## Financial Administrator

**The Baum School of Art, a non-profit community visual arts school in Allentown, PA, seeks part-time (30 hours per week) Financial Administrator position to begin immediately.**

Duties include management and administration of all financial and accounting responsibilities, including but not limited to

- accounts payable
- accounts receivable
- coordination of contracts
- financial statements
- bank reconciliations
- monthly payroll and associated tax returns
- budgeting and grant reporting
- audit preparation
- employee benefits
- insurance policy management

B.S. in accounting, nonprofit accounting experience, and proficiency with QuickBooks accounting software, and Microsoft Office programs are required.

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Please send cover letter and resume to:

Shannon Fugate, Executive Director.

Email: [shannon@baumschool.org](mailto:shannon@baumschool.org)

Fax: 610-433-3417

Mail: The Baum School of Art,

PO Box 653, Allentown, PA 18105

Application Deadline: June 2, 2017

*The Baum School of Art is an equal opportunity, affirmative action employer dedicated to diversity and the strength it brings to the workplace - M/F/D/V.*